October 1, 2008

TO: Department Chairs

FR: Therese Quinn, Undergraduate Division Chair


Beginning in the 2008-2009 academic year, part-time evaluations will become mandatory. These evaluations have been designed to improve the continuity and quality of information flow between faculty and departments, to provide opportunities to respond to student evaluations, and to serve as a record of a faculty member’s involvement in the culture of SAIC.

Instructors will be evaluated annually, Adjunct Assistant Professors every 2 years, Adjunct Associate Professors every 3 years, Adjunct Full Professors every four years.

Evaluations are to be conducted in the spring semester after a faculty member has completed at least one year of teaching. Evaluations will be conducted by department/program chairs or by other designated full-time faculty members. Faculty will be reviewed in the department(s) and/or program(s) that host(s) courses taught.

Evaluators and faculty are required to read student evaluations in advance of the evaluation interview, to assure that interviews can be completed in 15-20 minutes.

Completed evaluations will be filed in the Dean’s office (Tim Wright, Assistant Coordinator of Faculty Services, Room 821A Sharp; 899.5154; twright@saic.edu). They may be accessed by department chairs, program directors, promotion committees and by the deans and division chairs.

The evaluations are due MAY 15, 2009. In order to facilitate this process, the Faculty Senate has agreed that all committee meetings will be suspended during mid-February. However, some departments may want to start the evaluation process now, and we encourage this.

Both faculty and evaluators may initiate optional classroom visits. Classroom visits are to be scheduled in a timely manner.

A copy of the evaluation form is attached. The Dean’s Office is working to develop an electronic version that will be available in Fall 2008; Claire Ashley, Part Time Representative, will post these forms on the Portal. To assist identifying those first to be reviewed, the Dean’s Office will provide a list of instructors and courses taught in 2007-08.

If you have any questions, please do not hesitate to contact me: tquinn@saic.edu.