

Part-Time Faculty Reviews – Frequently Asked Questions

What are part-time faculty reviews?

The part-time faculty review process is an opportunity for part-time faculty to receive regular performance and professional development feedback from their primary department. The review consists of a written self-evaluation by the faculty member/reviewee, a written review by the department chair/reviewer(s), and a review meeting (meeting is optional for the Short Review, as discussed below). Course evaluations, syllabi, and an updated CV are also reviewed at this time. Completed reviews will be filed in the department office and will be maintained in a permanent and confidential file in the Dean's Office.

How was the part-time review process created?

In response to part-time faculty members' desire to receive regular feedback from their departments as well as Department Heads and the Dean of Faculty's acknowledgment of the value of reviewing part-time faculty members on a consistent basis, the current part-time review process was created in AY 2016-17. In order to make this process manageable for departments, Department Heads and the Dean decided that each year Chairs would review, at minimum, all part-time faculty who are eligible to be considered for a multiyear contract (MYC) in the next academic year.

Who will conduct the part-time reviews?

The Department Director (if applicable), Chair(s), and other designated full-time faculty will conduct the reviews.

Which part-time faculty must be reviewed, and how will departments know which faculty to review?

As explained above, all faculty who are eligible to be considered for a multiyear contract (MYC) in the next academic year must be reviewed. This year (AY 2018-19), departments will review part-time faculty who are eligible to be considered for a MYC that begins in 2020-21. In late fall, the Faculty Employment Resources (FER) office will send each department a list of part-time faculty to be reviewed.

What is the timeline for part-time faculty reviews?

Typically, reviews take place in the spring semester, although some departments prefer to begin the reviews in the fall semester. All part-time reviews must be completed, with review materials submitted to the Dean's Office, by June 15 of the current academic year. This year, reviews will take place in Spring 2019 and materials are due by June 15, 2019.

What is the relationship between part-time reviews and multiyear contracts (MYCs)?

The part-time review process is one component of the multiyear contract recommendation process. Eligibility for a MYC is the point at which a part-time faculty member is reviewed by

their primary department. The primary purpose of the part-time review is to provide performance and professional development feedback. The review will also be used to inform decisions about multiyear contracts; however, *it is only one factor in the multiyear contract decision*. Multiyear contracts are not guaranteed based solely on this review. Additional considerations for awarding multiyear contracts can be found on the [Part-Time Faculty Dashboard](#) in the documents “Adjunct Multiyear Contract Policies” and “Lecturer Multiyear Contract Policies.”

See chart below for a timeline of PT Faculty Reviews and Faculty Contract Processes.

What is the Standard Review version vs. the Short Review version?

The Short Review version is an option that the Department Chair may decide to use in only two cases: 1) when a part-time faculty member was reviewed in the previous academic year with no performance issues noted or 2) when a part-time faculty member had a Standard Review before the start of their current MYC and no performance issues have been raised since then. The Dean’s Office will note which faculty members are eligible for the Short Review version. Note that even when the Short Review is an option, the Department Chair may decide to still use the Standard Review, which provides a more in-depth opportunity to give feedback.

There are two differences between the Standard and Short Reviews: 1) the short version has an abbreviated written component and 2) a review meeting is optional for the short version (the faculty member may still request a meeting with the chair/reviewer(s)).

Is the Review Meeting required for the Standard Review?

Yes, as outlined in the Guidelines (#3) on the review form, a review meeting is a required part of the Standard Review process. If the reviewee chooses not to attend, the review meeting will take place in the reviewee’s absence.

Do Departments need to collect actual signatures for each review form?

Departments need to have a record of the faculty member’s receipt of the completed review form. This can be an actual signature on the form, or it can be an email from the reviewee confirming receipt of the completed form. Further instructions are on the review forms in Part IV.

Part-Time Faculty Review and Faculty Contract Processes

Academic Year	Timeline/Process
2018-19	<p>Spring 2019 (Jan-May): SPRING PT FACULTY REVIEWS Departments conduct part-time faculty reviews of all adjuncts and lecturers who are eligible for a multiyear contract that will begin in 2020-21. Some departments may opt to begin reviews earlier, in the fall semester.</p> <p>Summer 2019 (May-August): MYC RECOMMENDATION MEETINGS Department Heads meet with the Dean of Faculty to discuss their recommendations for MYCs that will begin in 2020-21.</p>
2019-20	<p>Fall 2019 (August-September): HR REVIEW OF MYC DECISIONS MYC decisions are finalized and submitted to the HR department for their review.</p> <p>Fall 2019 (early November): CONTRACT NOTICES SENT Contract notices are sent to all eligible faculty members from the Dean of Faculty. This notifies faculty on whether they received a MYC, and if not, it explains the reason why they were not given a MYC. Those who were not approved for a MYC will be considered for a one-year contract per the usual process. In addition, those who were not approved for a MYC but are still eligible will be reviewed again next year for MYCs that begin in 2021-22.</p> <p>Summer 2020 (July): CONTRACTS AND LETTERS OF APPOINTMENT SENT Contracts (either one-year or multiyear) are sent to faculty, along with their annual Letter of Appointment.</p>
2020-21	<p>Fall 2020 (Aug 16): CONTRACTS BEGIN Approved one-year and multiyear contracts begin.</p>

PART-TIME FACULTY REVIEW FORM: STANDARD VERSION

This form establishes the outline for review of part-time faculty by their Departments. It is meant to provide performance and professional development feedback. The document will be used to inform decisions about multi-year contracts; however, ***it is only one factor in the multi-year contract decision.*** Multi-year contracts are not guaranteed based solely on this review. Additional considerations for awarding multi-year contracts can be found on the Part-Time Faculty Dashboard (<http://www.saic.edu/parttimefaculty/>) in the documents “Adjunct Multi-Year Contract Policies” and “Lecturer Multi-Year Contract Policies”.

Department summary (*personalize this section for your Department*):

Each Department should add a brief description of what they are looking for within the realms of teaching and practice, as demonstrated by self-evaluation, CVs and syllabi, course evaluations, and any other evidence the Department feels is relevant and not unduly burdensome.

PART I: GENERAL	
Department Name:	
Reviewee:	Rank:
Course(s) taught in this Department during the review period:	Other responsibilities at SAIC:
Reviewer(s):	Title(s):
Review Period:	
The purpose of this review is to provide a baseline and then periodically updated document about faculty member’s goals and performance in teaching and practice. The Department strives to deliver teaching that is effective and innovative; and expects part-time faculty to maintain practices outside of teaching that are active. This review will serve as a record of the faculty’s contributions to this culture and will be used as part of the evaluation of teaching effectiveness.	

Guidelines:

1. A part-time faculty review is mandatory for those eligible for multi-year contracts. Faculty must be reviewed in the academic year prior to the year in which they are eligible for a multi-year contract.
2. Reviews will be conducted by Department Director (if applicable), Chair(s), and other designated full-time faculty members.
3. Reviewers and reviewees are required to read all review materials, including student evaluations, in advance of the review meeting, to assure that meetings can be completed in a timely manner. Please note that a review meeting is a required part of the process, and will be conducted in the reviewee's absence if the reviewee chooses not to attend.
4. Completed reviews will be filed in the Department office and will be maintained in a permanent and confidential file in the Dean's office.
5. This evaluation form will not be accepted without a complete and up to date curriculum vitae. Please refer to the Appendix for CV standards.
6. Department office will compile student reviews for the period of the review, and syllabi for the same period. Faculty should ensure that these records are complete and up to date.

PART II: SELF-EVALUATION

To be completed by Reviewee

TEACHING

Please comment on your teaching performance, referencing teaching evaluations, student work, and syllabi. List teaching goals for the coming period.

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PRACTICE

Please comment on your activities in your practice over the last five years, referencing peer review of your professional work including: published reviews; exhibitions, lectures and presentations; publications; and other professional achievements. Please list specifically projects that were under planning, that began, that were underway but unfinished, and that were completed, in the current period.

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PART III: REVIEWER(S) SECTION

To be completed by Reviewer(s) after receipt of documentation and review meeting

Date of Review Meeting:

TEACHING

Please comment on the reviewee's teaching performance, referencing teaching evaluations and syllabi. Comment on the reviewee's accomplishments in the areas of teaching effectiveness, relevance and innovation. Comment on the reviewee's teaching goals for the coming period.

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PRACTICE

Please comment on the reviewee’s activities in practice over the last five years, referencing peer review of their professional work including: published reviews; exhibitions, lectures and presentations; publications; and other professional achievements. Please list projects that are completed and/or in process.

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PART IV: SIGNATURES

In lieu of Reviewee Signature, Department may instead keep an email record from reviewee confirming receipt of completed Faculty Review Form. In this case, enter the date of email confirmation in the Date field below.

Signature Reviewer(s):	Signature Reviewee:
Printed Name(s)	Printed Name
Date	Date

APPENDIX: Curriculum Vitae (CV) Guidelines

Faculty must submit a complete and up to date CV with the Review Form.

A Curriculum Vitae must include the following:

- Your name and contact information
- Your website (if available)
- Your complete educational history, institutions attended, and degrees and honors awarded
- Your present professional affiliations, memberships, and other credentials
- In separate categories as relevant:
 - Professional Experience
 - Publications (in sub categories as relevant)
 - Lectures and Presentations
 - Exhibitions
 - Other Creative Work (performances, curatorial work, etc.)
 - Reviews (reviews of your work)
- Your teaching experience, including institutions taught at and courses taught, and other academic responsibilities
- Your service to SAIC and the Department, including committee memberships, student exhibitions, participation in School projects

Please note:

Your CV should be both complete, meaning it should list all your professional and academic production; and up to date, meaning it should include your most recent completed projects.

Your CV must include dates for all items; items should be listed in reverse chronological order and properly categorized.

All citations on your CV must be thorough. For example, an exhibition should include the name and location of the gallery or institution, and the dates the exhibition was on view; a published article in a journal should include the complete bibliographic reference; a completed project should include (where possible) the name of the client as well as (where relevant) location, scale, materials and other details.

All projects completed in collaboration, or as a member of a team or professional office, must clearly indicate the name(s) of the collaborator(s), office, and your role in the project.

PART-TIME FACULTY REVIEW FORM: SHORT VERSION

This form establishes the outline for a short version of part-time faculty reviews by their Departments. It is meant to provide performance and professional development feedback. The document will be used to inform decisions about multi-year contracts; however, ***it is only one factor in the multi-year contract decision.*** Multi-year contracts are not guaranteed based solely on this review. Additional considerations for awarding multi-year contracts can be found on the Part-Time Faculty Dashboard (<http://www.saic.edu/parttimefaculty/>) in the documents “Adjunct Multi-Year Contract Policies” and “Lecturer Multi-Year Contract Policies.”

The Department has opted to use this Short Review form because the part-time faculty member/Reviewee (check only one):

- was reviewed last year, and no performance issues were noted during that review.
- had a Standard Review before the start of their current multiyear contract (MYC), and no performance issues have been raised since then.

(Optional) **Department summary** (*personalize this section for your Department*):
Each Department should add a brief description of what they are looking for within the realms of teaching and practice, as demonstrated by self-evaluation, CVs and syllabi, course evaluations, and any other evidence the Department feels is relevant and not unduly burdensome.

PART I: GENERAL	
Department Name:	
Reviewee:	Rank:
Course(s) taught in this Department during the review period	Other responsibilities at SAIC:
Reviewer(s):	Title(s):
Review Period:	
The purpose of this short review is to provide a periodically updated document about faculty member’s goals and performance in teaching and practice. The Department strives to deliver teaching that is effective and innovative; and expects part-time faculty to maintain practices outside of teaching that are active. This review will serve as a record of the faculty’s contributions to this culture and will be used as part of the evaluation of teaching effectiveness.	

Guidelines:

1. A part-time faculty review is mandatory for those eligible for multi-year contracts. Faculty must be reviewed in the academic year prior to the year in which they are eligible for a multi-year contract. The Short Review version is an option that the Department Chair may decide to use in only two cases: 1) when a part-time faculty member was reviewed in the previous academic year with no performance issues noted or 2) when a part-time faculty member had a Standard Review before the start of their current MYC and no performance issues have been raised since then.
2. Reviews will be conducted by Department Director (if applicable), Chair(s), and other designated full-time faculty members.
3. Reviewers and reviewees are required to read all review materials, including student evaluations. Please note that a review meeting is optional for the short review, and a faculty member may request a review meeting on this form.
4. Completed reviews will be filed in the Department office and will be maintained in a permanent and confidential file in the Dean's office.
5. This evaluation form will not be accepted without a complete and up to date curriculum vitae. Please refer to the Appendix for CV standards.
6. Department office will compile student reviews for the period of the review, and syllabi for the same period. Faculty should ensure that these records are complete and up to date.

PART II: SELF-EVALUATION

To be completed by Reviewee

1. Please note what you consider to be highlights of your last review:

2. Please note changes in your CV since your last review:

Check here if you want to have an in-person review meeting with the Chair/Reviewer(s) this year.

The next time you are eligible for a multi-year contract, you will have a Standard Review.

PART III: REVIEWER(S) SECTION

To be completed by Reviewer(s)

Chair/Reviewer's Short Review:

PART IV: SIGNATURES

In lieu of Reviewee Signature, Department may instead keep an email record from reviewee confirming receipt of completed Faculty Review Form. In this case, enter the date of email confirmation in the Date field below.

Signature Reviewer(s):

Signature Reviewee:

Printed Name(s)

Printed Name

Date

Date

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A Curriculum Vitae must include the following:

- Your name and contact information
- Your website (if available)
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- Your present professional affiliations, memberships, and other credentials
- In separate categories as relevant:
 - Professional Experience
 - Publications (in sub categories as relevant)
 - Lectures and Presentations
 - Exhibitions
 - Other Creative Work (performances, curatorial work, etc.)
 - Reviews (reviews of your work)
- Your teaching experience, including institutions taught at and courses taught, and other academic responsibilities
- Your service to SAIC and the Department, including committee memberships, student exhibitions, participation in School projects

Please note:

Your CV should be both complete, meaning it should list all your professional and academic production; and up to date, meaning it should include your most recent completed projects.

Your CV must include dates for all items; items should be listed in reverse chronological order and properly categorized.

All citations on your CV must be thorough. For example, an exhibition should include the name and location of the gallery or institution, and the dates the exhibition was on view; a published article in a journal should include the complete bibliographic reference; a completed project should include (where possible) the name of the client as well as (where relevant) location, scale, materials and other details.

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