

Evaluation of Part-time Lecturers

Department of Bilingual and Literacy Studies

In accordance with university and college policy, the Department of Bilingual and Literacy Studies provides the following supports for part-time lecturers and requires regular evaluation in order to be considered for reappointment.

Once course assignments are made, the Department Chair will provide each part-time lecturer with documentation stating the obligations and expectations for the job. Part-time lecturers will adhere to ethical behaviors in accordance with the Texas Educators' Code of Ethics.

- Course leaders will play a primary role in supporting part-time lecturers. When a part-time lecturer is assigned to a course with no course leader, they will be mentored by the department chair or program coordinator, as designated by the department chair.
- When assigned to courses with a master syllabus and/or Blackboard course shell, the part-time lecturer will utilize these mandatory teaching tools.
- When assigned to courses that do not have a master syllabus and/or Blackboard course shell, part-time lecturers will align their syllabi, textbook selection, assignments, formative and summative assessments, and any other type of evaluations in consultation with the course leader, department chair, and/or program coordinator to ensure alignment of these activities with Student Learning Outcomes and consistency across all sections.
- Any program key assessments or course-level key assessments housed in the course must be administered and scored by the part-time lecturer.
- Regular meetings with the course leader and any associated committees are expected, as is participation in processes associated with the course.

Part-time lecturers are eligible for participation in professional development opportunities offered by the department, college, and university. Each part-time lecturer should have at least one peer observation per assignment; however, additional coaching will be provided as needed. The peer observation will be performed by the course leader, where course leaders are in place. Peer observations may also be performed by the program coordinator or department chair, or chair designee as appropriate. Peer observations will be shared with the instructor and follow up can be conducted in face-to-face meetings, video conferences, or emails. Face-to-face or video conference meetings will be required for part-time lecturer that require additional coaching.

To be considered for reappointment, the Chair will review part-time lecturers' course evaluations and peer observations as well as feedback provided by part-time lecturers' mentor/course leader. For the purpose of evaluation and potential for reappointment, part-time lecturers will submit the following documentation at the end of each assignment into Tk20 via support from the Dean's Office.

Department of Bilingual & Literacy Studies

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Main 2.306
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Documentation Required via Tk20

- a) Peer observation reports, documentation of follow-up discussions, and actions taken to address any shortcoming identified during the classroom observation.
- b) Tables summarizing student evaluations (if available) and grade distributions per class.
- c) Samples of exams, quizzes, lectures and any other material deemed appropriate for the purposes of evaluation.
- d) Documentation of professional development sessions attended (if any).

The final decision for appointment/reappointment of an adjunct rests with the Department Chair.

Approved by department faculty 6/9/20; approved by dean 6/11/20.