**Part-time Lecturers Annual Review**

**Documentation Required via Tk20**

Numeric course evaluation scores will be reviewed by the Chair

Narrative Summary/Reflection of Teaching in Tk 20 system

* Please list the courses taught in this semester or academic year.
* What are your reflections on course evaluations for each course?
* What are the challenges in teaching this semester or academic year?

Upload

* Vita or resume
* Syllabi
* PDF of Abbreviated Observation of Teaching for Part-time lecturers (if needed)

Comments/Feedback Program Coordinators

Comments/Feedback Chair

**Process for Review**

Part-time faculty will be reviewed by the Chair in consultation, where necessary (duress, struggle), from Program Coordinator. Chairs are responsible for summative recommendations. Final responsibility for re-hiring will belong to the Chair.

The primary responsibility of part-time lecturers employed as field supervisors is to ensure clinical (student) teachers have a positive and successful clinical teaching experience. Because the clinical (student) teachers are placed in campuses throughout the Valley, field supervisors do not have a permanent classroom throughout the semester, nor do they have an established meeting day and time. Due to the scope of the job, part-time lecturers employed in the capacity of field supervisor will be evaluated by the clinical (student) teacher at the end of the clinical teaching program and do not need to have peer observations. The field supervisors’ evaluations will be reviewed by the Director of Field Experiences (OFE). The Director of OFE will make recommendations to the T&L part-time hiring committee and Chair. Final decision to re-hire field supervisors rests with the Chair.