**Evaluation of Part-time lecturer**

**Teaching and Learning**

**Policy statement**

The College of Education and P-16 Integration will use the following strategies for the mentoring and professional development of part-time lecturers and for the purpose of evaluation and recommendations for reappointment.

Together with course assignments, 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.

Part-time lecturers teaching courses with multiple sections will be mentored and observed by the program coordinator and/or course leader, where relevant. In consultation with course leaders, part-time lecturers will align their syllabus, textbook selection, assignments, formative and summative assessments, and any other type of evaluations with the course leader to ensure alignment of these activities with the Student Learning Outcomes, and consistency across all the sections offered. 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 teaching courses that are not part of a multi-section course will work with the program coordinator to ensure continuity with the current offering and past/future offerings and alignment to course and program learning outcomes and standards. This should include regular consultation and guidance on matters related to the course prerequisites, syllabus, class presentations, assignments, assessments and how these are aligned to the Student Learning Outcomes and program expectations.

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

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 into Tk20 via support from the Dean’s Office.

**Documentation Required via Tk20**

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?
* What were your accomplishments in teaching this semester or academic year?
* Service if applicable

Upload

* Vita or resume
* Syllabi
* Teaching Evaluations year-to-date
* PDF of Abbreviated Observation of Teaching for Part-time lecturers

Comments/Feedback Program Coordinators

Comments/Feedback Chair

**Process for Review**

Part-time faculty will be reviewed by the Chair with input from Program Coordinator. The Program Coordinators will review the materials first and comment. For EC6 and Sec A-L Programs, course leaders will conduct teaching observations. Chair are responsible for summative recommendations.

Input from Program Coordinators will be collected as part of this process. 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 the Office of Educator Preparation and Accountability (OEPA). The Director of OEPA will make recommendations to the T&L part-time hiring committee and Chair. Final decision to re-hire field supervisors rests with the Chair.