

Evaluation of Part-time Instructors

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

The Department Chair will provide each part-time instructor with information regarding course assignments and the obligations and expectations for the job. Part-time instructors will adhere to ethical behaviors in accordance with the Texas Educators' Code of Ethics and the American Counseling Association's Code of Ethics.

In consultation with the program coordinator, part-time instructors 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 instructor. Regular meetings with the chair and/or program coordinator are expected, as is participation in processes associated with the course.

Each part-time instructor 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 department chair. Peer observations will be shared with the instructor and follow up can be conducted in face-to-face, video conferences, or emails. To be considered for reappointment, the Chair will review part-time instructors' course evaluations and peer observations as well as feedback provided by the program coordinator.

Process for Review

Part-time faculty will be reviewed by the Chair with input from Program Coordinator. The Program Coordinator will review the instructor's course evaluations and peer observation and provide comment. Final responsibility for re-hiring will belong to the Chair.

Expectations for Part-time Instructors

Department:

1. Part-time instructors are hired on a semester by semester basis.
2. The Department Chair will make course assignments based upon the instructor's education and experience.
3. The Program Coordinator will provide information about the course shell, syllabus, and textbooks.
4. The Program Coordinator will review the end of course assessment.

Part-time Instructor:

1. Attend mandatory meetings as indicated by the Program Coordinator or Department Chair.
2. Clearly convey the objectives of the course or program, establish requirements, set standards of achievement, and evaluate the student's performance.
3. Meet classes as scheduled and, in the event of extenuating circumstances, notify the Department Chair or Program Coordinator for guidance in arranging equivalent alternate instruction.
4. Teach courses in a manner that is consistent with the course description published in the catalog, the established objectives of the course, the relevant professional ethical codes and state/federal laws, and current best practices.
6. Assess students' work fairly and impartially consistent with recognized standards and departmental rubrics where provided. Evaluation must not be influenced by religion, race, sex, or political views, etc., or be based on the student's agreement or lack thereof with the teacher's opinion about matters of controversy within the discipline.
7. Foster and maintain a safe classroom where respectful, open, and thoughtful discussion of all content and issues relevant to a course may take place.
8. Announce and maintain availability to students for communication by phone, email, or videoconferencing where every reasonable effort should be made to see that information given to students is accurate. Contact the Program Coordinator or Department Chair for information.