

Evaluation Procedures for Extraordinary Faculty

I. Full-time Extraordinary Faculty Reviews

Contracts: At the time of hiring for an extraordinary faculty position, the Unit Leader and Dean will specify the duties and responsibilities of the position in writing. This document will set forth the contractual obligations according to which extraordinary faculty performance is evaluated. If the faculty member is hired to teach, performance as a teacher would be the focus of evaluations. Positions that entail other duties will be evaluated according to the specified terms. It is crucial that the original contract clearly set forth the terms of employment so that all extraordinary faculty know the job they are hired to do. However, duties may be amended at a future time. If duties change, an amended document must be drawn up, clearly specifying new duties.

Deleted: department and chair will specify the duties

Deleted: of the contract that specifies these at the time of hiring

II. Extraordinary Evaluation Review within the Academic Unit

Each year, the Unit Leader, in accordance with the Academic Unit protocol, the College Faculty Handbook, and general or specific guidelines from University administration (if any), will submit to the Dean a letter with performance evaluations and specific rating recommendations from 0-4 based upon the contractual obligations of the extraordinary faculty members within the Unit. (See appended suggestions on scale). Additional contributions in areas that are not part of the extraordinary contract such as service and scholarship may be specified and rated for consideration as meritorious activity, as long as they do not deter from the contractual obligations of the extraordinary faculty member.

Deleted: Department

Deleted: departmental chair

Deleted:

Deleted: departmental

Deleted: by-laws (protocol) of the College

Deleted: 1

Deleted: department

The Unit Leader's evaluation letter should be reviewed by the faculty member and discussed with the Unit Leader before being submitted to the Dean. An attempt to resolve any disagreements should be made before the letter is forwarded to the Dean. The final letter should be signed by the chair and the extraordinary faculty member. If disagreements persist, the chair and the extraordinary faculty member will forward to the Dean written statements explaining their views.

Deleted: department chair's

Deleted: chair

Deleted: committee

Appendix: Suggested 0-4 Scale

It is suggested that a scale of 0-4 be used to evaluate extraordinary faculty members, in keeping with specific criteria as determined by the academic unit. Extraordinary faculty will be evaluated on the basis of teaching and other contractual obligations. Service and scholarly research may be recognized and noted as meritorious work that exceeds expectations, as long as they do not deter from the contractual obligations of the extraordinary faculty member. (0.5 point increments should be allowed)

- 0- Does not meet expectations
- 1- Meets expectations
- 2- Exceeds expectations

Deleted: minimal

Deleted: minimal

Deleted: Meets average expectations

3- Meritorious

4- Outstanding

Deleted: work above expectations

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 0 + Alignment: Left +
Aligned at: 1.75" + Indent at: 2"

Deleted: work beyond the level of meritorious
work .

... [1]

work beyond the level of meritorious work