Date: February 10, 2017

To: Eriko Self, Chair  
Department of Psychology

From: Anil K. Puri, Ph.D.  
Interim Provost and Vice President for Academic Affairs  
Professor of Economics

Subject: Department of Psychology Policy for Evaluation of Temporary Faculty (Lecturers)

I have reviewed the Policy for Evaluation of Temporary Faculty (Lecturers) for the Department of Psychology and I approve them for implementation. I'd like to express my appreciation to you and to the department for your efforts in this task.

Please send to Faculty Affairs and Records an electronic version and a clean hard copy of your newly edited standards within the next two weeks. Be sure to note the approval date on the clean version.

AKP:pc

cc: Kristin Stang, Interim Assistant Vice President for Faculty Support Services  
Psychology Department Personnel Committee  
Sheryl Fontaine, Dean, College of Humanities and Social Sciences  
John Patton, Chair, Faculty Affairs Committee  
Faculty Affairs and Records
Department of Psychology Policy on the Evaluation of Temporary Faculty

I. Preamble
The Department of Psychology shall evaluate its temporary faculty according to UPS 210.070, Evaluation of Temporary Faculty. Pursuant to Section IX.A. of UPS 210.070, the Department of Psychology further elaborates its policy on the evaluation of temporary faculty as laid out in sections II – VII. These standards below define both qualitative and quantitative criteria by which faculty under review shall be judged. This Department policy shall be provided to each temporary faculty member within fourteen days of his or her initial appointment and again when changes to policy occur.

II. Qualifications of Temporary Faculty
In order to be considered for a teaching assignment in the Department of Psychology, temporary faculty must hold a doctoral degree (Ph.D., Psy.D., or M.D.) or a master’s degree (M.A. or M.S.) in a field related to his or her teaching responsibilities. If the faculty member received his/her degree more than 5 years ago, he/she needs to demonstrate currency in the field, particularly related to his/her teaching responsibilities.

The minimum level of education required to teach at the 100-300 level is a master’s degree in a relevant field. In order to teach a course at the 400-level and graduate level, temporary faculty should have a terminal degree in their field (Ph.D., Psy.D. and M.D. are considered terminal degrees for courses taught in psychology), though temporary faculty holding a master’s degree could be considered at the discretion of the department chair based on specialized expertise or exigent curricular circumstances.

III. Classroom Visitations
Classroom visitations should be conducted by a member of the tenured or tenure-track faculty as assigned by the department chair or the designee. These are required during the first, the third, and the fifth year of employment and at least once every three years thereafter. Reports of required visitation shall be included in the Working Personnel Action File (WPAF). Additional visitations may be requested by the chair or the Department Personnel Committee (DPC). The DPC is the department committee that will conduct all evaluations of temporary faculty. Temporary faculty may request additional visitations outside of the required timeframe, which may be included in the WPAF at the discretion of the temporary faculty.

Per UPS 210.070, temporary faculty shall be notified a minimum of five days in advance that a classroom visitation will take place. The copy of the report from the classroom visitation shall be provided to the faculty member within ten working days of the observation.

Classroom visitations shall use the following five criteria: 1) Is the course content appropriate for the course observed; 2) Did the instructor clearly present the material during the class; 3) Did the instructor demonstrate a mastery of the content needed for the course; 4) Did the instructor use class time and classroom technology effectively; and 5) Were the students engaged during the class. Visitations also include a brief narrative from the visitor describing any significant strengths and/or deficiencies observed as part of the classroom visitation.

IV. Working Personnel Action File (WPAF) Contents
UPS 210.070 requires that temporary faculty review files include the following:
1. CV
2. Teaching summary including a list of all the courses taught and the relevant information during the review period (use the form prepared by the department)
3. Narrative summary
4. Classroom visitation reports
5. Evidence of currency in the field
6. SOQ’s (both statistical reports and comments) for all the courses taught
7. SOQ summary reports for all the terms evaluated (for both the faculty member and department)
8. Grade distributions for all the courses taught
9. Other supporting materials that are directly related to teaching performance, such as: A syllabus and examinations from the most recent term for every course taught during the review period, a representative sample of assignments, and a generous sample of supporting class materials such as handouts, lists of films used, and lists of guest speakers.

Per UPS 210.070, “if required documents are missing from the WPAF, they shall be provided in a timely manner and placed in the WPAF by the department chair.”

V. Evaluation Criteria
The Department of Psychology recognizes that effective teaching is central to the learning process. It expects its temporary faculty to teach courses that are academically challenging and reflective of relevant scholarship. Course content and the instructional material used must be directly relevant to the course descriptions and learning goals set by the department. Course syllabi should meet the standards set forth by UPS 300.004 Policy on Course Outlines.

Evaluations of teaching performance shall be based on examination of course syllabi, exams and assignments, course materials, grade distributions, student opinion questionnaire (SOQ) data, and classroom visitation reports. In examining these materials, the DPC and the department chair will look for evidence that the course content is current, academically rigorous, and organized, and that assignments and examinations are reasonable. In order to receive “Exceeds expectations” evaluation, narratives and classroom visitation reports should demonstrate exemplary pedagogy and currency in the field (e.g., use of high-impact practices, FDC workshop participation, use of technology in the classroom). Furthermore, the mean SOQ rating of all five questions needs to be consistently above 3.3 (the lowest departmental mean value since SOQs have been collected online) while maintaining rigorous academic standards demonstrated by class GPAs that are in line with the department means. In order to receive “Satisfactory” rating, narratives and classroom visitation reports should demonstrate quality pedagogy and currency in the field, and the mean SOQ rating of all five questions needs to be 3.00 or above while maintaining rigorous academic standards demonstrated by class GPAs that are in line with the department means. The DPC and Chair will consider SOQ ratings in the context of subject matter, modality of instruction (online vs. in person), class size, session of instruction, course level, student written comments, and grading standards. The faculty member should provide documentation for any such contextual evidence.

Section VII.A. of UPS 210.070 state six criteria for the evaluation of a temporary faculty member’s performance:
1. Compliance with University, College, and Departmental policies governing instructional duties as outlined in faculty handbooks and University Policy Statements.
2. Establishment of a course environment conducive to learning.
3. Effective implementation of a course syllabus clearly linking learning goals to methods of assessment and student outcomes.
4. Effective use of a variety of instructional methods.
5. Establishment of appropriate academic standards and holding students accountable for the standards of the discipline of study.
6. Pedagogical currency and disciplinary currency as related to teaching.

Temporary faculty shall be evaluated by the DPC and the chair on these six criteria based on the contents of the WPAF. The DPC and the chair will also provide temporary faculty with a narrative review highlighting the strengths in their teaching performance and recommendations for future improvement, if any.

VI. Evaluation Process and Outcomes
Temporary faculty members are evaluated by the DPC and the chair, and as required by the appropriate administrator. Evaluations are conducted according to timelines set forth by Faculty Affairs and Records and the College of Humanities and Social Sciences.

Evaluations of temporary faculty will result in an overall rating of:
- **Exceeds expectations**: Describes performance in assigned duties that is better than satisfactory
- **Satisfactory**: Describes performance that meets expectations
- **Needs Improvement**: Describes performance that does not meet expectations
- **Unsatisfactory**: Describes performance that is seriously deficient

Reappointment decisions related to these evaluation scores will follow the guidelines set forth by UPS 210.070 and the Collective Bargaining Agreement.

VII. Frequency of Evaluations
According to UPS 210.070, Section IV.A,
Temporary faculty members may be appointed to one-semester, one-year, or multi-year appointments. For those faculty members in appointments of one semester only, evaluation of the first semester is at the discretion of the College Dean in consultation with the Department Chair. After two one-semester appointments (whether consecutive or not), a faculty member must undergo evaluation. All temporary faculty members in one-year appointments shall undergo evaluation annually. Faculty members in three-year appointments shall undergo evaluation during the third year of the appointment.

Approved 10 February, 2017