All part-time faculty members will be reviewed and feedback provided in the areas of course organization, classroom management, communication skills, facilitating learning, and technical skills. Written feedback will be provided on effectiveness; suggestions and alternative teaching strategies may be proposed.

**Role of the Chairperson**
Reviews and/or observations will be conducted by the academic coordinator, and should include classroom observation, written feedback based upon previously determined criteria, discussion with the faculty member, and response and signature of the faculty member verifying knowledge of the review’s contents. The signature does not confer a faculty member’s agreement with its contents.

**Role of Students**
Students in each class taught by part-time faculty members will have the opportunity to complete student evaluation forms.

**Timeline**
The first review/feedback for new part-time faculty will take place on or about the middle of the semester. Reviews for continuing part-time faculty will be conducted between the 4th and 12th week of the semester. The Chairperson and faculty member will set the date(s) of the observation and any follow-up meetings. The Chairperson reserves the right to conduct more than one review per academic year. New faculty will be reviewed during the first term they teach. 20% of all continuing part-time faculty members will be reviewed each academic year.

**Criteria**
The academic council will identify specific criteria to be met by part-time faculty. Establishment of these criteria should include input from faculty. These criteria will be provided by the VPAA to each new part-time faculty hired.

Part-time faculty should provide information to the Chairperson; this is a list of suggested material to be included in the Activity File:

- Résumé
- Syllabi
- Texts used
- Study Guides
- Reading Lists
- Handouts
- Assignments
- Problem Sets
- Copies of Graded Examinations
- Examples of teacher’s feedback to students on written work
- Descriptions of student performances
- Examples of completed assignments
- Examples of changes made on the basis of feedback
University of Pittsburgh at Titusville
Part-time Faculty
Review of Undergraduate Teaching
Based on Course Materials and/or Classroom Observation

<table>
<thead>
<tr>
<th>Question</th>
<th>Reference</th>
<th>Suggested Focus</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1. What is the quality of materials used in teaching?</td>
<td>Course Outline, Syllabus, Reading List, Text used, Study Guide, Description of non-print materials, Hand-outs, Problem sets, Assignments, Teaching aids</td>
<td>Are these materials current? Are they adequate and appropriate to course goals? Do they represent superficial or thorough coverage of course content?</td>
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<td>2. What kinds of intellectual tasks were set by the teacher for the students (or did the teacher succeed in getting students to set for themselves), and how did the students perform?</td>
<td>Copies of graded exams, Examples of teacher’s feedback to students on written work, Examples of completed assignments</td>
<td>What was the level of intellectual performance achieved by the student? What kind of work was given an A? a B? a C?</td>
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<td>3. How knowledgeable is this faculty member in subjects taught?</td>
<td>Evidence in teaching and other materials. How thoroughly do faculty answer questions in class and further explain complex material?</td>
<td>Is the instructor current in developments in their field?</td>
<td></td>
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<tr>
<td>4. Is the student-instructor and instructor-student rapport appropriate?</td>
<td>Classroom observation</td>
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<td>5. Student evaluations collected and reviewed.</td>
<td>Current term reviews are unavailable until the following term. Previous term can be reviewed.</td>
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Faculty Member Signature ________________________________________________ Date ___________________

Chairperson Signature _____________________________________________________ Date ___________________

VPAA Signature _____________________________________________________________ Date ___________________

Last Updated August 2008