



Summary Guide for PART-TIME Faculty Years 1-4, Year 5, and after Year 5

During your **first four years** of teaching part time, you will be reviewed at the levels of the PRC and Dean, and only by the FRC, Provost and President if there is a negative recommendation. In your **fifth year**, your review will also include review by the FRC and Provost. If reappointed to a **sixth year**, you will subsequently be eligible for reappointment to two (2) year contracts. Two (2) year reappointments will be reviewed at the levels of the PRC and Dean, and only by the FRC, Provost and President if there is a negative recommendation. In all cases where a part time faculty member is recommended for reappointment, the recommendation to the Board of Trustees will be made by the President. The President reserves the right to review all files.

[PERSONNEL CALENDAR:](#)

To access deadlines for closing of files, click on the Personnel Calendar link above. Underneath the colored checklist on the right side of the screen, click “none”. This will remove all the check marks. Find the year related to your file and click the check box. This will pull dates specific to your year.

[Click here for PRECEPTORIAL ADVISING Resources](#)

Fall Term

- 1) Thoroughly read the locally-negotiated agreements: [Faculty Evaluation Policy \(2016\)](#) which outlines standards of excellence for faculty performance, and the [Faculty Evaluation Procedures \(MOA 2015\)](#) which outlines procedures for evaluating faculty performance and promotion.
- 2) While peer observations and evaluation of teaching are not required, faculty who are hopeful of becoming tenure track faculty should consider asking peers to observe and evaluate their teaching and may include such evaluations in their review files. Arrange for [peer evaluation of teaching](#). **(Optional)**
- 3) If you have preceptorial responsibilities, provide [precepting](#) to students based on the Preceptorial Advising Calendar. You will find video tutorials and sample advising syllabi by following the link.

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- 4) Prior to the end of the first preceptorial advising day, login to the Student Ratings of Teaching System (SRT) using your go portal credentials. Confirm your census-day class size (16 or more students will administer IDEA, 15 or less will administer Small Class Instrument). Choose asynchronous or synchronous administration. For Small Class Instruments, you will need to choose your objectives. An official email from an IDEA Liaison is typically sent in early October. **(Required)**
- 5) On or around the second preceptorial advising day, you will receive a notification email from an IDEA Liaison to enter the Campus Labs system and select your learning objectives for IDEA surveys. **(Required)**

Between Fall and Spring Terms

Before your file closing deadline, you should prepare your file for electronic upload (at least two weeks in advance). For the Review File, you should do the following:

- 1) Update your Curriculum Vitae. **(Required)**
- 2) Write a brief self-reflection on your contributions to teaching, scholarship or creative activity, and service after reviewing the [University](#), [School](#), and [Program](#) standards of excellence. **(Required)**
- 3) Provide copies of syllabi for your first semester courses. **(Required)**
- 4) If you have elected to invite a peer-evaluator to observe your class, you may include a report from that evaluator. **(Optional)**
- 5) Additional supporting documents as set forth for tenure-track faculty such as: **(Optional)**
 - a. Analysis of student evaluation data (IDEA, Small Class Instrument) and/or student comments; Additional written feedback from students (e.g., midterm evals, unsolicited student feedback); Additional evidence of peer review (peer review of portfolios or course materials); Representative student work; Grading samples; Relevant program assessment materials; Copies of course materials; Evidence of precepting achievement (e.g., advising syllabus, student feedback).
 - b. Evidence to support your achievements in scholarship or creative activity, and service.

Your school will have prepared the other required parts of your file (cover form, description of position, student evaluations, i.e. IDEA and Small Class Instrument forms, including written student comments for first semester courses, and preceptor evaluations). If you need help, please meet with the staff member in your School who is the administrator of evaluation files.

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Spring Term

- 1) Continue to focus on excellence in teaching, scholarship or creative activity, and service.
- 2) Arrange for [peer evaluation of teaching](#) if desired. **(Optional)**
- 3) If required, continue to provide [precepting](#) to students based on the Preceptorial Advising Calendar. In the spring, students who meet with their preceptors are given the opportunity to evaluate their preceptors through an online survey. Assistant Deans in each school are responsible for distributing them to preceptors on request. Encourage students to evaluate you.
- 4) Continue to participate in student evaluations (IDEA, Small Class Instrument form) of teaching. **(Required)**

Do you need additional help? You may find additional assistance for file construction and tenure from assigned mentors, file reviewers, your program, school, the CTLD, and the SFT. Please do not hesitate to utilize the many resources at your disposal!

- [Center for Teaching and Learning Design \(CTLD\)](#)
- [Stockton Federation of Teachers \(SFT\)](#)

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