

Kempner, Brandon K

From: Kempner, Brandon K
Sent: Tuesday, October 11, 2016 9:30 AM
To: Linder, Carol; Stokes, Kenneth M; Romine, Maureen J; Sammeth, David; Gallegos, Gil Roman; Woodford-Gormley, Donna C; Schmalfeldt, Joseph G; Williams, Steve J; Lindline, Jennifer; Williams, Susan D; Williamson, Ian T; Ward, Thomas S; Lobdell, David; Taylor, William S; Romero, Mary V; Loewen, Kerry; Bailey, Lora B; Glover, Geri; Cruz, Patricia A; Williams, Emily; Park, Seonsook; Israel, Andrew B; Duran, Cristina
Cc: Valdez, Mary Jane; Maldonado, Sharen K; Jenkins, Katherine A; Kempner, Brandon K; Meron, Angela; Zebrowski, Cheryl
Subject: Contingent Faculty Orientation

Deans and Department Chairs:

As you know, the Faculty Senate, General Faculty, Administration, and Board of Regents all approved a new **Contingent Faculty Manual** last Spring that calls for regular orientation and evaluation of all contingent faculty. This is also a probation area identified by the HLC from their recent visit, and we are required to show evidence that we have implemented both an orientation and evaluation process by our November 2017 HLC assurance filing.

The process for orientation and evaluation is outlined in the Contingent Faculty Handbook. To answer any questions, **there will be a meeting on Friday, October 21, from 11-12 AM, 329 Lora Shields, Zoom link to be sent out shortly**, for all Department Chairs and Deans to discuss these requirements.

If contingent faculty have not been oriented and evaluated by February 15, 2017, it may impact their rehiring. To assure this does not happen, there must be documentation in the Academic Affairs Office that both the orientation and evaluation have occurred by that February 15th date.

As a reminder, here's the process:

Who needs to be evaluated: Anyone who signs a contract to teach through the Office of Academic Affairs needs to be oriented and evaluated.

Faculty definitions: Contingent faculty fall into three contract types: Retained Term (expectation of being rehired), Term (contract expires after a certain period), and Per-Course (teaching 2 or fewer courses). Visiting faculty may fall into either Retained or Term categories. If you don't know what category a specific faculty member fits into, ask the Office of Academic Affairs.

Orientation: Contingent faculty must attend either an in-person orientation (held during Professional Development Week; we had tracks for Retained and Term/Per-Course this Fall) or complete the online orientation module. CTE Director Diana Marrs has records of all contingent faculty who attended Professional Development Week. Dr. Marrs is also finalizing the online orientation module, which will be completed in November. Once completed, information about the module will be disseminated to all contingent faculty, department chairs, and Deans. If contingent faculty did not attend the in-person orientation, they must complete the online orientation by February 15, 2017.

Evaluation: There are two tracks for evaluation, described in more detail in the contingent faculty handbook.

Retained Term: Retained term faculty are evaluated in the same fashion as their tenured and tenure-track peers, as outlined by the CBA. Once those evaluations roll their way up to the Provost, they will be checked off against the Retained Term list.

Term and Per-Course: There are three steps for these faculty:

1. A classroom observation every 2 years, with a required observation in the first semester of teaching for new contingent faculty. Since we haven't done these before, every contingent faculty member needs to be observed in the 2016-2017 academic year. Once observed, you fill out the form from the Contingent Faculty Handbook (or use a department alternative). The supervisor (usually the Department Chair) discusses the observation with the contingent faculty member and then has the contingent faculty member sign off on the observation (initial the top of the form). The contingent faculty member may provide a response to the observation.
2. After the end of the semester, the supervisor (usually the Department Chair) fills out the semester-end evaluation form from the Contingent Faculty Handbook, including looking at the contingent faculty member's classroom observation and student evaluations. Departments may also choose to look at other materials such as course syllabi. Student evaluations will be provided for supervisors through the Dean's Office, or, as an alternative, via Brandon Kempner.
3. Once completed, forward the two forms (the classroom observation and the semester-end evaluation) to the Provost's office. These forms will be cross-checked against the master contingent faculty list to assure that every contingent faculty member has been evaluated.

Fillable evaluation forms will be created and housed on the Faculty Resources webpage.

For questions, contact:

Dr. Brandon Kempner
bkempner@nmhu.edu
extension 3286

or

Dr. Carol Linder
clinder@nmhu.edu