

Kempner, Brandon K

From: Gonzales, Roxanne
Sent: Tuesday, September 5, 2017 11:30 AM
To: Aragon, Ruben F; Duran, Cristina M; Lail, Warren K; Padilla-Vigil, Virginia S; Taylor, William S
Cc: Kempner, Brandon K; Gonzales, Roxanne; Ortega-Mathis, Prescilla S
Subject: URGENT - DEADLINE: Closing Contingent Faculty Evaluation Loop
Attachments: 2016-2017 Contingent Faculty Evaluation Checklist 8-28-17.xlsx; Contingent Evaluation Form.pdf; Contingent Observation Form.pdf

Importance: High

Dear Deans and Department Chairs:

We are finalizing our **Contingent Faculty Evaluation** loop for 2016-2017. Thank you the many who have already completed their observations and evaluations, as per the Contingent Faculty Evaluation list 2016-2017, attached to this e-mail. If you have not completed your observation and evaluation yet, please do so by **October 1, 2017, with the completed forms sent to Prescilla-Ortega Mathis**, with the provost/VPAA Roxanne Gonzales and Brandon Kempner cced in for appropriate record keeping. This will synchronize the 2016-2017 contingent faculty evaluation cycle with the tenured and tenure-track evaluation cycle, making for easier record-keeping and coordination moving forward.

For every contingent faculty member, you must complete a **classroom observation** and a **summary evaluation form**, both attached. See the Contingent Faculty Handbook for more information. You can use the attached 2016-2017 Contingent Faculty list to see which faculty have already been evaluated; if they are not checked off on the list, the Office of Academic Affairs does not have the evaluations.

Some other info:

1. If you have not spoken to your contingent faculty member about their observation and evaluation, please do so ASAP. This is their opportunity to receive feedback and become a better instructor, and a crucial part of the feedback.
2. If you have new contingent faculty, **please observe them by October 15th, 2017**. This is specified in the Contingent Faculty Handbook, and gives the University a way to evaluate new faculty immediately.
3. If a contingent faculty member has left the university, please let us know so we can appropriately mark that down.
4. All **retained term faculty** should be evaluated as part of upcoming annual evaluation, just like their tenured and tenure-track peers.

Moving forward:

1. For the 2017-2018 Contingent Faculty evaluation cycle, Prescilla Ortega-Mathis will be preparing the 2017-2018 Contingent Faculty lists shortly. You will be responsible for tracking observations—remember, once every two years—and the semester-end evaluations. To simplify the process, the Office of Academic Affairs will collect 2017-2018 observations and forms at the beginning of the Fall 2018 semester, although we expect Deans and Department chairs to be tracking and completing their observations as they go and making hiring decisions accordingly.

Highlands greatly appreciates the efforts you have made in observing and evaluation our contingent faculty, and this is an essential part of our Strategic Goal #1: Highlands University will achieve academic excellence, academic integration and student success.

Best regards,

Roxanne

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