



## **University Guidelines for Affiliate Faculty Reviews** July 2011

Affiliate faculty are an important and valued part of the university community. Most affiliate faculty teach a limited range of courses and are not expected to participate in curriculum development, university service, or scholarly activity (beyond staying current in their fields) as a condition of employment. Therefore, reviews of most affiliate faculty should focus solely on their teaching and specific teaching-related assignments. Affiliate faculty whose contractual duties are other than teaching should be evaluated only on their performance of those duties.

### **Basic Review Procedure:**

- Affiliates are reviewed during Winter semester. First-year affiliate faculty on one-year contracts should be reviewed during their second semester.
- Each year, one tenure-track faculty member will be responsible for serving on and coordinating the affiliate review team(s). Each affiliate under review will choose one other tenure-track faculty member as part of his or her review team. Depending on the number of affiliates to be evaluated, there may one or more two-person review teams.
- The two-person team(s) will invite comments from faculty about the affiliate's performance of assigned duties. The reviewers will make at least one class visit to each affiliate up for renewal. Reviewers will take notes using the unit's classroom observation document.
- If, based on their class visit or on faculty comments the reviewers have questions or concerns, they should conduct a second class visit and/or request more materials before completing the review.
- As soon as practical, each review team will meet with the affiliate to discuss the class visit(s), the affiliate's current syllabi, and the affiliate's most recent course evaluations. Other teaching-related documents may be offered by the affiliate or requested by the review team. The review coordinator will use the classroom visit reports, student evaluations, self-evaluations, syllabi, and any other teaching-related documents to prepare a brief draft report that summarizes the review team's observations and recommends a three-year renewal, a one-year renewal, or no renewal.
- The reviewers will send a copy of the draft report and recommendation to the affiliate and then meet with the affiliate to discuss both. Each affiliate will have the opportunity to respond to any issues that may arise during the evaluation. If the affiliate believes the evaluation was incomplete or unfair, the affiliate may submit to the coordinator a one page brief stating the reasons for that belief.
- Following the meeting, the coordinator will finalize the draft report, attach the affiliate's brief, if there is one, and recommend a three-year renewal, a one-year renewal, or no renewal. The report and recommendation will be forwarded to the Unit Head.
- The Unit Head will consider the coordinator's recommendation and the affiliate's brief, if there is one. If the affiliate's brief is compelling, the Unit Head may request an interview with the affiliate before making a final recommendation to the dean. The department will store copies of the documents in the affiliate's file.