



## Procedure for Affiliate Faculty Contract Renewal (v.2)

Approved Fall 2018 (updated October 2019 and May 2021<sup>1</sup>)

### Table of Contents

I. Introduction .....	1
II. Contract Renewal Process.....	1
III. Appendix A: Schedule Guidelines for Contract Renewals .....	3
IV. Appendix B: Mathematics Affiliate Faculty Contract Renewal Teaching Self-Evaluation Form .....	4
V. Appendix C: Classroom Visit Record Form .....	5
Description of Mathematics Class Visit Record Form.....	6

### I. Introduction

This document describes the procedures for evaluating affiliate faculty within the Department of Mathematics. The policies and procedures outlined are based on guidelines distributed by the Provost’s Office in 2011, as well as Bylaws adopted by the Department of Mathematics in April 2018.

### II. Contract Renewal Process

1. The Department of Mathematics will maintain a list of guidelines and suggestions for preparation for contract renewal. Each candidate will maintain a current vita. Each candidate may choose to name an advocate but is not required to do so. The advocate will work with the Affiliate Personnel Committee (APC) throughout the process for the candidate under consideration. The advocate must be a tenured/tenure-track faculty member or a senior affiliate of the Department of Mathematics, but may not be the Unit Head.
2. Each candidate up for review will be evaluated by the APC and advocate (if applicable). The purpose of the APC is to make recommendations on contract renewals of affiliate faculty to the Unit Head. The Unit Head will then make a final recommendation to the Dean.
3. Contract renewal decisions will be based upon teaching performance and professional development as outlined in the [Evaluation Standards & Criteria for Affiliate Contract Renewal & Annual Review](#) document.
4. Members of the APC will use the Class Visit Record (CVR) from Appendix C for all affiliate faculty class visits.

For each senior affiliate on a 3-year contract, the APC will make one class visit in each of the two academic years between that senior affiliate’s contract evaluations. This same schedule of class visits will apply for other affiliates who have completed the third year of at least one 3-year contract and with at least 5 years of service and are on 3-year contracts.

In their first two years, new affiliates will be visited every fall and winter semester. For all other affiliate faculty with 2- or 3-year contracts, in each academic year between evaluations, the APC will conduct one class visit each semester.

Affiliate and senior affiliate faculty members may request additional class visits from colleagues (tenured/tenure-track or affiliate), who will use the same form (CVR). In addition, the unit head and/or APC Chair may

<sup>1 1</sup> Changes made were approved via vote at AFF Department meeting (4-15-21)

recommend and ask that an affiliate faculty member with 5+ years of experience schedule additional class visits with the APC.

5. At the beginning of each academic year, the chair of the APC will work with the Unit Head to develop a schedule for the evaluation process and notify each candidate up for review.
6. Each candidate for contract renewal will provide the APC a portfolio containing the following items:
  - a) A self-evaluation which focuses on teaching and professional development using the Mathematics Affiliate Faculty Contract Renewal Self-Evaluation form provided in Appendix B.
  - b) Copies of a syllabus and a final exam, from at least one course the candidate has taught at GVSU during the current contract period, that illustrate what the candidate expects students to have learned in that course.
  - c) At least two examples of materials (from classes taught during the current contract period) that demonstrate involvement of students in the learning process: possible documents include in-class group activities, class projects, support materials, etc.
  - d) A curriculum vitae that includes all professional development activities with dates (so the APC can determine the ones that occurred during the current contract period).
  - e) Written Performance Summaries (WPSs) for the years of the current contract; Faculty Activity Reports can be substituted for any year for which the candidate didn't receive a WPS.
  - f) Other materials that the candidate would like to provide.
7. The APC will add Class Visit Records and student course evaluations (from all classes taught by the candidate during the time of the current contract) to the candidate's portfolio materials and all these materials will be used by the APC for the contract renewal evaluation.
8. The APC and the advocate (if applicable) will use the candidate portfolio materials, the Class Visit Reports, the student evaluations, and the previous contract renewal report (if applicable) to produce a draft report and recommendation for the candidate.
9. The APC will share the draft report and recommendation with the Unit Head and the candidate.
10. The candidate will have the option of writing a dissent to the APC draft summary and recommendation.
11. The Unit Head will consider the APC's draft report and recommendation as well as any dissent from the candidate, and may request another meeting with the candidate. Then, the Unit Head will finalize the report, share it with the candidate, and put it in the candidate's departmental personnel file.
12. The Unit Head will use the final contract renewal report to make a recommendation about the candidate's contract renewal to the Dean. The Dean will communicate the final departmental decision on contract renewal with the candidate.

### Appendix A: Schedule Guidelines for Contract Renewals

Suggested schedule for Affiliate contract renewal:

Task	Fall Semester Deadlines (only for Senior Affiliates or affiliates with 10 + years of service)	Winter Semester Deadlines All other affiliate contract renewals
Candidate chooses a tenure-track faculty advocate	last week of September	last week of January
Portfolio due	2 <sup>nd</sup> or 3 <sup>rd</sup> week of October	2 <sup>nd</sup> or 3 <sup>rd</sup> week of February
Draft of report shared with candidate:	1 <sup>st</sup> or 2 <sup>nd</sup> week of November	1 <sup>st</sup> or 2 <sup>nd</sup> week of March
Written dissent due:	by 3 <sup>rd</sup> week of November	by 3 <sup>rd</sup> week of March
Unit Head shares final report with candidate	1 <sup>st</sup> week of December	1 <sup>st</sup> week of April

The frequency of class visits can be found in the Procedures for Affiliate Faculty Contract Renewal II.4

## Appendix B

### Mathematics Affiliate Faculty Contract Renewal Self-Evaluation Form

updated 10/2018

The information that you provide on this self-evaluation will allow you the opportunity to reflect on the strengths of your work since your last contract renewal, as well as areas in which you are striving to improve. It is also your chance to demonstrate that you've met the criteria for contract renewal as specified in the [Evaluation Standards & Criteria for Affiliate Contract Renewal & Annual Review](#) document.

Please type your responses to the following questions. When you are done, print this document to include in your portfolio. Please write your responses so that the total length of the completed document is at most 3 pages.

In your responses, please be specific, giving examples that apply personally to you, focusing particularly on your work since your last contract renewal.

Your name:

#### I. Teaching

*In your responses in this section, please address at least three specific criteria from at least two different categories from the table in the departmental [Evaluation Standards and Criteria for Affiliate Contract Renewal and Annual Review](#) document. Senior affiliates should address at least one criterion of excellent teaching.*

1. Describe aspects of your teaching since your last contract renewal that you believe have been most successful in promoting student understanding and engagement. *Please provide evidence/examples to describe specific ways you've been successful and connect your rationale to the teaching evaluation criteria.*
2. Reflect about your student evaluations. In what ways do they give insight into your strengths and potential areas of growth as a teacher? *Link your reflection and analysis of student-evaluations themes to the teaching evaluation criteria. If relevant, provide context to help the Affiliate Personnel Committee interpret any critical student perceptions expressed on student evaluations, either in the numerical data or in the written comments. Address trends rather than individual comments.*
3. In what ways do you continue to grow as a teacher? *Discuss one or more changes you've made to your teaching since your last contract renewal: why you made the change, describe what happened, and how it impacted teaching/ learning. Also, indicate whether or not these changes addressed any legitimate student concerns raised in student evaluations or any concerns raised about your teaching in previous contract renewal or merit evaluations.*

#### II. Professional Development

Your professional development activities at least since your last contract renewal should be listed on your CV. *Discuss ways in which these recent professional development activities have impacted your professional growth and/ or teaching.*

#### III. Service

List any service activities that you have been engaged in since your last contract renewal. *Briefly describe the work you accomplished and/ or your role within these service activities. Also, indicate, if applicable, any reduction in the standard Mathematics Affiliate teaching load (27 – 28 credit hours per academic year) you received as compensation for any service activities.*

**Appendix C**  
**Class Visit Record**

Teacher:	Observer:	Date of lesson:
Course:	Topic:	Course experience (# of times previously taught):

An explanation of the use and purpose of this form is provided on the last page.

**Lesson Preparation** (teacher, 1 paragraph):

**Lesson Summary** (observer, 1 page):

**Lesson Response** (observer, 1 paragraph):

**Lesson Reflection** (teacher, 1 paragraph):

*By signing below, I agree that my portions of this record accurately reflect my perception of the observation.*

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Observer

*Description of the Mathematics Class Visit Record*

As teaching is the primary responsibility of affiliate faculty, documenting an affiliate faculty member's teaching is an important task. The Department of Mathematics views teaching as work that extends beyond the classroom and involves assessment, planning, and evaluation, as well as instruction. This *Class Visit Record* strives to create an image of the teacher's classroom as well as the work that surrounds it.

In the first section, the teacher writes a paragraph that describes his or her preparation for the lesson to be observed. This paragraph should include a listing of the objective(s) for the lesson along with a description of the teacher's experience with the course and lesson. It may also include a description of how class activities were chosen or developed, or a short description of the reasoning behind the objective(s).

In the second section, the observer writes a brief summary (approximately one page) of the observed class. This summary is not evaluative. The focus of this summary is not to provide a transcript that conveys every detail of the class, but rather to capture the essence of the lesson, with selected details that help the reader understand the teacher's classroom. In the summary, the observer may wish to comment on the mode of instruction, student-teacher communication, student-student interaction, student engagement, the teacher's assessment techniques, and any other salient features of the class.

In the third section, the observer writes a one-paragraph response to the observation. In this paragraph, the observer reflects on what he or she thought was important or noteworthy about the class. This reflection may include questions, issues, praise, or commentary.

In the fourth and final section, the teacher writes a paragraph reflecting upon the observation. This paragraph may include consideration of the lesson objectives, reflection about what happened during instruction, explanation to assist the reader in understanding the lesson, or a response to what the observer has written.

The *Class Visit Record* is a result of collaboration between the observer and teacher for the purpose of communicating the teacher's teaching, and both will sign the final form. Communication between the teacher and observer is encouraged throughout the process, in particular before and after the observation and in the final editing of the record. *Class Visit Records* should be both clear and concise as they will be part of the contract renewal materials for the teacher.