

Appendix FF. Annual Evaluation of Part-Time Instructors
Approved: Sept, 2014

The Psychology Department at ECU is committed to quality instruction in all courses. Therefore, part-time instructors will be reviewed each semester they teach in the department in order to meet this goal.

1. All instructors in the Department of Psychology (i.e., Tenured, Tenure-Track, Lecturers, and Part-Time) teaching courses with course policies must adhere to department approved course policies. Courses with course policies include, but are not limited to: PSY 200, PSY 258, PSY 250, PSY 309, PSY 310, PSY 399, PSY 400, and PSY 419.
2. The Department chair will assign a faculty advisor to part-time instructors for any course that has a course policy and for other courses as needed.
3. The Part-Time Instructor Review committee (PRC committee) will consist of the following members: Department chair, RAPT chair, ARF chair, Teaching Enhancement Coordinator, and the Assessment Coordinator. In the event that two of these positions are held by the same person, the department chair may appoint additional individuals as desired. The Department chair will serve as the chair of the PRC committee.
4. The chair of the PRC committee will divide the courses taught by part-time faculty evenly among the members of the PRC committee. Consideration should be given to course expertise when assigning courses.
5. Each PRC committee member will evaluate the following items:
 - a. Course Syllabi
 - b. IDEA evaluations
 - c. Student comments
 - d. Record of complaints from students
 - e. Grade distributions
 - f. Adherence to course policyIf a course is out of the expertise of the PRC committee member, then the PRC member can request assistance in the evaluation of the syllabus from a knowledgeable faculty member.
6. Each PRC committee member will give a recommendation to the PRC chair regarding the continuation of the part-time instructor.