

AUSTIN PEAY STATE UNIVERSITY PART-TIME INSTRUCTOR* REVIEW PROCESS

The Chair/Director is responsible for overseeing an annual review of each part-time instructor in the department/school/program. The review shall occur between August 1 and July 31 for each part-time instructor teaching at least one course in an academic year or summer term. The review will consist of completing two forms: 1) Part-time Instructor Observation Form (On-Ground Instruction or On-Line Instruction), and 2) Review of Professional Behaviors (annual summative evaluation). Only one class needs to be observed unless the part-time instructor has both on-line and on-ground teaching, then at least one section of each shall be reviewed. If the Part-Time Instructor is teaching a hybrid course, the Chair/Director can use both observation forms or choose the most appropriate form for the course. The selection and assigning of part-time instructor observers is determined at the department/school/program level. For online observations, contact Distance Education to request the observer be added as a teaching assistant. The Chairs/Directors, at their discretion, may require more than one annual review.

When the “Overall review of part-time instructor” on the Professional Behaviors Form is coded as “Does not meet Expectations”, then the Chair may elect to: 1) not rehire the part-time instructor; or 2) rehire and create a plan for improvement. For part-time instructors who are rehired, a review of the part-time instructor’s professional behaviors shall occur within 1 calendar year, or at the completion of the part-time instructor’s next semester of teaching, whichever comes first.

Review results and a copy of the forms are to be shared with the part-time instructor. Each form shall have a place for 3 signatures: the part-time instructor, the observer, and the Chair/Director. The Chair/Director signature affirms that the chair has reviewed the form.

Forms:

- The Austin Peay State University Part-time Instructor Observation - On-Ground Instruction form will be used by all departments/ schools/ programs to evaluate on-ground part-time instructor instruction with the exception of Dept of History and Dept of Languages and Literature using approved customized forms.
- The Austin Peay State University Part-time Instructor Observation- On-Line Instruction form will be used by all departments/schools/programs to evaluate on-line part-time instructor instruction with the exception of Dept of History and Dept of Languages and Literature using approved customized forms.
- The Austin Peay State University Review of Part-time Instructor Professional Behaviors form will be used for all part-time instructors as the annual summative evaluation.

Any deletions/additions to the forms are not permitted. Departments/schools/programs may add a secondary form for internal use with advance notice to the part-time instructor. Specialty classes such as clinical supervision, research supervision, independent study, or individual music lessons, may require a unit to create a specialized observational tool. A specialized form for Review of Professional Behaviors may also be created if the behaviors listed are disconnected to the part-time instructor’s area of responsibility. The department/school/program is responsible for keeping the completed evaluation forms on file. A copy all completed evaluation forms shall be forwarded to Human Resources.

*Part time instructor is defined as: 1) adjunct; 2) professional staff who are teaching, e.g. APSU 1000; 3) dual enrollment instructor regardless of source of pay; or 4) post-retirement faculty.