



Office of the Dean
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College of Education Policies Regarding the Orientation, Supervision, and Evaluation of Part-time Faculty

1. The responsibility for the orientation, supervision, and evaluation of the part-time faculty resides with the chairs of the academic departments.
2. Each part-time faculty member will be assigned a course mentor, that is, a full-time faculty member who regularly teaches the course. The course mentor will be identified in the personnel folder of the part-time faculty member.
3. The course mentor will provide the part-time faculty member with information about the course, how the course relates to accreditation standards and to programmatic goals, and on class management issues, such as ordering textbooks. The course mentor should be prepared to answer questions in the following domains:
 - How to design the syllabus for maximum student and instructor success
 - The relationship of the course to clinical experiences in the schools or related agencies
 - Evaluation and grading, including how the course relates to the *Comprehensive Candidate Assessment Plan*
 - Where to direct students with questions that cannot be answered by the part-time instructor
 - Course evaluations by students
4. The Department Chairperson will provide the part-time faculty member with at minimum the following information:
 - The College of Education *Conceptual Framework* for all teacher education programs
 - The College of Education *Guidelines on Syllabi*
 - Information about office hours, how to pick up messages, mailbox, and available office space
 - Information about when/ where paychecks will be available
 - Office support procedures
5. The Department Chairperson will serve as supervisor of the part-time faculty member and will take responsibility for any needed problem-solving or conflict resolution.
6. The job performance of each part-time faculty member will be evaluated through the standard student evaluation of course and instructor, with feedback as appropriate from the department chairperson.

*Prepared by Dean Mary Lynne Calhoun
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