



Policy Chapter: Chapter 6 Academic Affairs

Policy Number and Title: 06.024 Evaluation of Part-Time Instructors

I. Policy Statement

UNT is committed to ensuring instruction takes place at a sustained level of excellence. This policy provides the framework for developing and implementing unit-level processes related to the regular evaluation (review of performance) of part-time faculty and teaching fellows. The regular evaluation of teaching, instruction, and facilitation of student learning is utilized to make decisions regarding the terms, professional development, and conditions of the employment relationship between the University and the part-time faculty and teaching fellows.

II. Application of Policy

Part-time instructors of record (e.g., teaching fellows) and part-time faculty (e.g., adjuncts).

III. Policy Definitions

A. Faculty Information System (FIS)

“Faculty Information System,” in this policy, means the electronic system that houses faculty productivity information. FIS is used to facilitate personnel actions such as tenure, promotion, and annual review processes.

B. Grievance

“Grievance,” in this policy, means an individual’s formal expression of disagreement or dissatisfaction with employment-related concerns, such as working conditions, hours of work, compensation, environment, relationships with supervisors or other employees, or negative personnel decisions.

C. Part-time Faculty Member

“Part-time Faculty Member,” is a faculty member who works less than a 100% workload in time and effort. Adjunct faculty are examples of part-time faculty members.

D. Unit

“Unit,” in this policy, means an academic entity under the administration of a UNT official with responsibilities for personnel actions.

E. Unit Administrator

“Unit Administrator,” means the person responsible for the unit and the personnel actions within the unit. A department chair is an example of a unit administrator.

IV. Policy Responsibilities

A. Criteria for Evaluation

Excellence and effectiveness in teaching will be considered in the regular review of part-time faculty and teaching fellows. Each unit must have approved guidelines for determining which

activities fulfill its mission and expectations in teaching. The dean must, and the provost may review and approve each unit's criteria.

B. Evaluation Procedure

1. The educational function of a university requires excellent teaching and the support of student success. The scope of faculty teaching is broader than conventional classroom instruction. It comprises a variety of teaching modes; formats; and media, including undergraduate and graduate instruction for matriculating students, and may include special training and educational outreach.
2. Evidence to assess the quality of teaching may include:
 - a. syllabi that include learning goals and evaluation plans for assessment of the learning outcomes;
 - b. teaching materials;
 - c. teaching portfolios;
 - d. statement of teaching philosophy;
 - e. contextual aspects of courses;
 - f. supplemental components as deemed appropriate by the field;
 - g. student course evaluations;
 - h. teaching effectiveness based on students' learning outcomes;
 - i. faculty reviews, including observation and assessment of teaching by faculty peers;
 - j. service learning;
 - k. teaching and learning within community collaborations; and/or
 - l. other evidence as defined by the unit (e.g., annual evaluation of teaching fellows conducted at the unit/college level as described [UNT Policy, 06.021, Academic Assistants](#)).
3. Unit Administrators or their designee must ensure that the part-time faculty member or teaching fellow has a minimum of three methods of evaluation (with one being student course evaluations when available). The methods of evaluation must be denoted in the Faculty Information System platform. The Unit Administrator will refer to the evaluations for future employment/teaching assignment decisions. Future employment is contingent on the completion of the regular evaluation.

C. Schedule for Regular Evaluation of Teaching

The following schedule must be used for the regular evaluation of part-time instructors of record.

1. Part-time instructors of record will be evaluated once every three years, those who are not on contract during the regularly scheduled review semester will submit their review during the next semester which they are on an active contract.

D. Due Process

A part-time instructor of record may resolve a grievance related to their regular review of teaching effectiveness in accordance with unit/college guidelines and [UNT Policy 06.051, Faculty Grievance](#).

V. References and Cross-References

[Southern Association of Colleges and Schools Commission on Colleges Standards](#)

[UNT Policy 06.021, Academic Assistants](#)

[UNT Policy 06.051, Faculty Grievance](#)

VI. Revision History

Policy Contact:	Asst. Vice Provost, Faculty Success
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