



Office of the Provost

MEMORANDUM

TO: Deans
FROM: P. Geoffrey Feiss, Provost
DATE: February 23, 2006
SUBJECT: Clarification of the *Part-Time Faculty Handbook*

In the process of our SACS reaccreditation compliance review, we have discovered an ambiguity in our *Part-Time Faculty Handbook*. The current handbook says:

Part-time faculty are evaluated by the department chair and/or dean each semester or, if their appointment is for both semesters, each year. Evaluation will include review of student teaching evaluations, course materials, and, in some departments and schools, peer visitation of classes. Further information on evaluation procedures is available in the manuals and handbooks of the separate Faculties.

The ambiguity lies in the lack of mention of any evaluation of part-time research and clinical faculty, as contrasted with part-time teaching faculty.

Consistent with long-standing practice, this memorandum clarifies and reaffirms that all part-time research and clinical faculty with continuing contracts are annually evaluated. Such evaluations should be communicated to the individual faculty member and copies placed in their permanent personnel file. The specific criteria and procedures used should be reviewed and approved by the appropriate governance committees of the faculties and the College.