

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

MCCAMC
COLLEGE

ART
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: *Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.*

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward February 22, 2016
- Department or College initiating proposed changes ART

4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").

proposed changes were initiated by the department to augment review of part-time faculty required by contract.

- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Lesley Krane	<u>lesley krane</u>	March 16, 2016
Chair, Department Personnel Committee		Date
Edward Alfano	<u>[Signature]</u>	March 16, 2016
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>Julio Henri</u>	<u>4/7/16</u>
Chair, College Personnel Committee	Date
<u>Dawn W. [Signature]</u>	<u>4/6/16</u>
College Dean	Date
<u>[Signature]</u>	<u>8/30/16</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)

S'16
Approval Date

F'16
Effective Date (see attached)

F'20
Date of Next Review

Department of Art Personnel Policies and Procedures Lecturer Faculty

IA. Procedures For Part-Time Three-Year Review

Based on the Faculty Contract, part-time faculty up for a new three year contract or renewal must be evaluated prior to a new contract offer. These materials should be submitted to the Administrative Support Coordinator in the Department of Art Office during the Spring semester (by the date set by the department and before the end of the Spring semester). The submitted materials to be included are the following:

The University requires review of the PAF and student evaluations (as per Section 700).

The following materials will be required by the Department of Art and reviewed by the Department Personnel Committee.

- 1) Curriculum vitae
- 2) Current syllabus—A syllabus representing each different course (as opposed to section) that a candidate teaches must be included.
- 3) Current samples of student work
 - For Studio Courses: Provide examples of two different assignments per course. Include a description of the project assignment and show 10–20 examples of student work per class. Please label work with student's name and date, if possible. Please provide a rubric and/or criteria for evaluation of student work.
 - For Lecture Courses: Provide 2–3 examples for one assignment, including a description of the assignment, if the candidate teaches one course. If the candidate teaches 2 or more different course offerings, include 2 assignments from different classes. Please label work with student's name and date, if possible. Please provide a rubric and/or criteria for evaluation of student work.
- 4) A short statement (1–2 pages) describing the candidate's teaching philosophy and teaching effectiveness during the past three or five years, depending on the candidate's current contract status. This may also include information regarding: peer-reviewed publications, creative activities including exhibitions, curatorial work, presentations or attendance at conferences, workshops that the candidate has lead or attended, and any other training or learning that has directly benefitted the candidate's teaching effectiveness.
- 5) The review will also consider class visit evaluations conducted by a tenured full-time faculty member.
- 6) The review will also consider student, faculty, and staff input (as per Section 700).