

Evaluation of Part-Time Instructors

Department of World Languages, Literatures, and Cultures, University of North Texas

Approved by the Full-Time Faculty 01/28/2025

I. Overview

- A. Per UNT Policy 06.024 Evaluation of Part-Time Instructors and in compliance with Texas law, each part-time instructor must be evaluated at least once every three years; the Department of World Languages, Literatures and Cultures (WLLC) will evaluate their part-time instructors at least once a year.
- B. Instructors at all ranks are required to upload their undergraduate syllabi to the Faculty Information System (FIS) every semester. In the semesters during which they are evaluated, part-time instructors are also required to upload one classroom observation report prepared by the Chair and Assistant/Associate Chair of the WLLC department.
- C. The Department Chair will solicit feedback on each evaluated part-time instructor from full-time faculty.
- D. FIS will upload the pertinent SPOT evaluations.
- E. The Department Chair and Assistant/Associate Chair will examine materials from all instructors under review. The Department Chair will issue evaluations of “exceeds expectations,” “meets expectations,” or “needs improvement.” Evaluations will be recorded on FIS. A part-time instructor who receives an evaluation of “needs improvement” risks not having their contract renewed. If they are renewed, they will be assigned a faculty mentor.
- F. Part-time instructors recognize that the scheduling needs of the department and language section are the primary criteria for course assignments.

II. Procedural Expectations

- A. Part-time instructors will:
 - Upload syllabi to FIS by the University deadline, typically in the first week of the semester;
 - Complete and submit audit rolls by the University deadline (twelfth day of classes);
 - Upload grades by the University deadline, typically the first business day after the last day of exams at the end of the semester;
 - Complete mandatory Bridge trainings (Ethics, FERPA, Cybersecurity, etc.) by the University deadlines, which may in some cases predate the beginning of the semester;

- Communicate with the Language Coordinator/ Department Chair as necessary to arrange for alternate instruction or for emergencies that may require cancelling class.

III. Minimum Pedagogical Expectations

A. Part-time instructors will:

- Teach the number of courses indicated in their workload distribution;
- Adhere to the syllabus template provided by the Language Coordinator or develop syllabi that follow UNT Policy 06.049 Course Syllabi Requirements, the guidelines of the department and language section, and course description in the UNT course catalog;
- Provide ample coverage of adequate and germane material, in class and in assignments;
- Apply suitable measures and assessments of student performance to their evaluations of student work;
- Attend class faithfully, recognizing that absences violate our commitment to our students (UNT Policy 06.035 Academic Freedom and Academic Responsibility);
- Come to class prepared;
- Provide descriptive feedback in written or recorded form on formal papers, projects, and presentations;
- Maintain at least two office hours per week (in-person and/or remote);
- Be available to confer with and advise students within reason (i.e. responding to emails) during normal working hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

IV. Classroom Observation

- A. The Department Chair and Assistant/Associate Chair will conduct a classroom observation of each part-time faculty member. The instructor will upload a copy of the classroom observation report to FIS.
- B. Prior to the observation, the instructor should add the observers to the course Canvas shell and forward the lesson plan to the observers. Once the observation is complete, the observers will provide the part-time faculty member with a copy of the classroom observation report. Either party may request to meet with the other to discuss the observation. The part-time faculty member is required to upload the completed classroom observation report to FIS.

V. Student Course Evaluations (SPOT)

- A. Every semester, faculty will encourage their students to complete the SPOT evaluation. Instructors should announce the availability of SPOT evaluations on their Canvas shells; additionally, they may devote a portion of class time for students to complete the evaluation.
- B. Instructors should monitor the SPOT completions to guide the class to a minimum of 50% participation.
- C. Instructors should not offer to alter grades (e.g., by assigning extra-credit points) to students who complete the SPOT evaluations.
- D. SPOT scores are automatically uploaded to FIS.