

Policy on Evaluation of Part-time faculty/lecturers
Department of Computer Science
11/30/2007

1. Lecturers are evaluated primarily on teaching. They are also expected to be current in the appropriate subject area.
2. Teaching effectiveness for lecturers is evaluated using the same student evaluation form and procedures used for full-time faculty.
3. The Chair or representatives selected from full-time faculty make periodic visits to the classroom of each Lecturer, at least once per year. The Chair's comments are recorded on the annual "Temporary Faculty Evaluation Form" and are the basis for the rating ("Excellent", "Good", "Adequate", or "Poor") on the "Classroom evaluation" section of that form.
4. The criteria for evaluating the currency of a lecturer should take into account the level and subject area of the courses taught. One or more of these activities may be appropriate for maintaining currency:
 - Publishing in a technical journal or conference
 - Professional activity in relevant area
 - Attending a conference
 - Serving as a reviewer for journals, conferences, or textbooks
 - Taking a class in subject area
 - Survey of current textbooks
 - Contributing materials to textbooks/publications
 - Giving a survey (or other) talk at CS graduate seminar
 - Updating course materials to incorporate current technology
 - Incorporating new teaching tools and approaches into course
5. Lecturers are encouraged to keep records of activities related to maintaining currency, and submit documentation of these activities in their CV and/or indexed supplementary materials for evaluation for re-appointment.