



NEWSLETTER

April 2017



William T. Quinlan,
UAFP President

Dear Colleagues,

As we near the end of the semester, many of us are concerned about how we will be evaluated for the year. According to our new contract, we have a right to a copy of the evaluation and to discuss it with our Chairs. As part of this process, some of us have been asked to do a Self-Evaluation. I thought it would be a good idea to re-visit the suggestions Barbara Lerner made in a Newsletter when these documents were first used.

To begin, review the criteria in Dean Herrmann's letter on evaluation. Click [HERE](#) to access it. Then:

1. Confine your evaluation to those areas that deal with classroom teaching.
2. If, however, you have published or spoken at a conference, or organized a professional conference or meeting or edited a journal, include that information in your evaluation.
3. We recommend that you do not say anything about office hours. The contract specifically says that you are not required to keep office hours. However, if you do, it is the union's position that you should be paid for the time. However it is important that you show that you are available to students outside the classroom. You can refer to hours spent in "student conferences" or in email exchanges, Blackboard meetings or phone contacts.
4. We suggest that you distribute your own student feedback form. Include those as an attachment.
5. Whatever goals you had for the year, discuss whether or not you met them. If not, why not.
6. In determining next year's goals make them very realistic.
7. You may want to include samples of class materials you've used, especially if they relate to your goals for the year.
8. Include copies of your syllabi, grade forms, and handouts, Power Points etc.

It is important that your Chair be aware that rankings no longer have to be whole numbers. In fact, in order to get a merit raise, an Adjunct must receive a rank of 3.1 or higher. It is recommended that you make an appointment with your Chair to review the evaluation. If your rank is below 3.1, discuss why the Chair feels you do not deserve a merit raise. Ask how you can improve next semester. Make sure you get specific suggestions.

In solidarity,
William Quinlan
President, UAFP

... ANNOUNCEMENTS ... ANNOUNCEMENTS ...

UAFP Spring General Meeting

May 8 * 2 - 4 PM

Butcher Suite * Pleasantville Campus

Brandon Adams has been appointed as our **new Secretary**.
He will assume his position in the Fall Semester.

Monica Swierczewski has been hired as our
new Office Manager.

STAY CONNECTED:

