



NEWSLETTER
2018

December



Seasons Greetings!

William T. Quinlan,
UAFAP President

Happy Holidays, colleagues! We wish you and yours the very best for a joyous, safe season and a restful break before the spring term begins at the end of January. In lieu of a holiday party this year, your board invites you to reserve **Feb. 4 at 4 pm** for a **back-to-school social** at a location to be announced in New York City.

Evaluations

President Bill Quinlan calls your attention to the following letter to faculty from the Dyson Dean that outlines the specifics on teaching evaluations:

To: Dyson College Faculty
From: Nira Herrmann, Dean, Dyson College of Arts and Sciences
Date: Tuesday, November 20, 2018
Subject: Adjunct Review Process Fall 2018

Dear Colleagues,

This memo is to apprise you of the evaluation process for adjunct faculty in Dyson College, per the recently approved Collective Bargaining Agreement (CBA).

The evaluation is based on the newly revised evaluation form developed as part of the CBA process, which is attached hereto. [CLICK HERE to download](#). All adjunct faculty are to be reviewed annually by his/her chairperson using this form. To comply with CBA provisions, evaluation ratings must reflect a factual assessment of performance without rounding the ratings up or down. To ensure accuracy, decimals should be used where applicable. The results of the evaluation should be discussed with the adjunct if requested. The department will forward the evaluation form including the merit rating to the Dean's Office no later than end of May.

Each adjunct faculty member should receive a copy of his/her evaluation by August 15 where practicable or, if not practicable by August 15, as soon as practicable following August 15.

Furthermore, as noted in the CBA, "Newly hired adjunct faculty members teaching the fall and/or spring semesters shall receive a minimum of two (2) in-class peer observations within the first four (4) semesters of teaching in a department unless

they are retired Pace full-time faculty teaching in the same department from which they retired... In subsequent semesters, the chair may require an in-class peer observation. Adjunct faculty may also request an in-class peer observation in subsequent semesters and the University will attempt to accommodate such requests..."

Please note that adjuncts should provide their department with appropriate materials to inform the assessment, including their syllabi, samples of assignments and graded student work. Other information pertaining to the adjunct's instructional activities and relevant to the evaluation is also invited in support of the evaluation process.

If you have any questions concerning the review process, please contact Suzanne Roberts. (sroberts2@pace.edu; 1-914-773-3468 Pace University Choate House Pleasantville.)

More on Evaluations

President Emeritus Barbara Lerner, who worked on the joint union-university committee that established the practices and procedures related to teaching evaluations, reminds us that the following concepts guided their development:

1. Adjuncts should know how they are being evaluated - there should be clear transparent standards.
2. The standards should refer only to teaching.
3. Adjuncts should have the opportunity to provide input if they wish to.
4. Adjuncts should be provided with a copy of their evaluations in a timely manner.
5. Adjuncts should be able to discuss the evaluation with their Chairs should they wish to.

The union committee worked with Pace to develop the evaluation sheets that are now available from each school and included in the Collective Bargaining Agreement Addendum B. ([CLICK HERE to access.](#)) These concepts are specific to teaching. If anything else, such as portfolios, are requested, such requirements are coming from Pace, not the UAFF.

In solidarity,
William Quinlan
President, UAFF

Union of Adjunct Faculty at Pace (212) 766-1600

Find useful news & information from your union at: www.uafponline.org

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