

THREE-QUARTER TIME FACULTY PERFORMANCE REVIEW PROCESS

Fall 2022

Memorandum of Agreement

2022-2023

The attached document reflects the consultation and negotiation that has taken place and constitutes the memorandum of agreement that will be in effect for the academic year 2022-2023. Upon the request of either the Administration and/or the Union, both parties agree to revisit this Memorandum of Agreement each year to address any issues or concerns that may be raised by either party.

SIGNATURE ON FILE

Date: November 11, 2022

Theresa Drye, Chief Human Resource
Officer / Vice President

SIGNATURE ON FILE

Date: October 28, 2022

Jonathan Foglein, Negotiator
Rowan AFT 2373

Three-quarter Time Faculty Performance Review Process

Three-quarter time faculty at Rowan often serve very different roles: some have one-year positions to fill a temporary need such as covering a leave or replacing a tenure-track line as the department conducts a search, while others have taught in this capacity for years. Those faculty members who may teach for more than a single academic year need an evaluation process that is streamlined and simplified while still allowing a thorough review of their teaching performance.

1. These faculty members will be evaluated annually for their first three years of service. The evaluative documentation will consist of a teaching statement of not more than 2 pages summarizing the faculty member's teaching performance since the last review, and plans for improvement. Faculty members should consult their departmental teaching criteria to determine areas of teaching emphasis in evaluating professional performance in their disciplines. In addition, the documentation should include two student evaluations conducted since the last review and one peer evaluation from the most recent academic year, or if one is not available, from the prior year. For three-quarter time faculty with more than three years of service, the evaluation will occur in every third consecutive year of service that they continue in that role (i.e., 6th, 9th, 12th, etc. year of service). The documentation will consist of a teaching statement as outlined above, and include two student evaluations and one peer evaluation from the last two academic years.
2. Three-quarter time faculty do not participate in departmental, college, or university service activities unless they are given a reduction in teaching load to perform those activities. These non-teaching assignments, and the workload assigned to perform them, have to receive preapproval from the Dean.
3. All three-quarter time faculty undergoing an evaluation will submit the requisite documentation to the Department TR&P Committee by **March 1**.
4. The Department TR&P Committee will review the file and provide a brief letter evaluating the candidate's performance. They will forward that letter to the candidate by March 15 for inclusion in their file, with a copy of the letter forwarded to the Dean. The candidate will submit the complete file and, if they choose, a response to the departmental letter to the Dean by **April 1**.
5. The Dean will review the file and provide a brief written assessment by **May 1**, with copies of the assessment forwarded to the candidate, Department Chair and/or Head, and Department TR&P Committee Chair. A meeting with the Dean may be requested by either the candidate or the Dean.

Note: Neither submission of the evaluative documentation, nor a positive evaluation in the review process, will create a presumption of reappointment, nor will it guarantee any future employment with Rowan University. A positive review only constitutes a necessary step for possible future reappointments.

The University retains the right to deny the reappointment of three-quarter time faculty for cause, for programmatic reasons, or for fiscal reasons. Denials are not subject to grievance.