

**The University of Texas at El Paso**  
**Office of the Provost**

**Process Memorandum 2006-02**

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Lawrence Ellzey, President, Faculty Senate

**FROM:** Richard Jarvis, Provost

**DATE:** September 26, 2006

**SUBJ:** Part-time Faculty Evaluations

The UTEP Handbook of Operating Procedures requires that all teaching faculty be evaluated annually. Tenured, tenure-track, and multi-year lecturer faculty members' teaching is evaluated as part of annual merit review. The evaluation of part-time faculty, including teaching assistants, graduate assistants, and assistant instructors, is evaluated in various ways in different departments and programs. This memo is to outline a process that will provide auditable evidence that all instructors of record who are not subject to annual merit review will be regularly evaluated effective fall semester 2006.

1. At the time of hire, department chairs/program heads will complete the Faculty Credentials Summary Form and when appropriate the Justification of Faculty Qualification by Alternative Credentialing Form indicating the basis for hiring the individual to teach the specific course assigned. Both forms will be included in the Faculty Credentials folder that is approved by the dean and forwarded to Human Resource Services. To be reappointed, part-time instructors must have satisfactory performance in prior semesters. When a

- part-time instructor is reappointed, the chair/head will review prior performance and note the results of this review in the credentials file.
2. Department chairs-program heads will review student evaluations for all part-time faculty members, including teaching assistants, graduate assistants, and assistant instructors. Only those instructors whose student evaluations are satisfactory will qualify for rehiring in subsequent semesters. Department chairs-programs heads are encouraged to employ additional methods to assess the effectiveness of part-time instructors. Some examples are classroom observations, review by a departmental teaching effectiveness committee, and grade distribution review or other student performance-based evaluation. Consultation with CETaL to improve teaching effectiveness assessment is also encouraged.
  3. By the first day of class each semester, complete credentials folders will be submitted to the college dean who will compile a roster of all instructors of record and verify that each is appropriately credentialed and that a credential folder is on file in Human Resource Services.
  4. The Provost will continue to have credential files audited each semester. Deans are responsible for ensuring all files from their college are complete and submitted in a timely manner.