

**AURORA UNIVERSITY**  
**Part-time Faculty Evaluation & Development Policy**

**Effective:** Immediately

**Last Updated:** 3/17/22

**Responsible University Office:** Office of Academic Affairs

**Responsible Executive:** Vice President for Academic Affairs

**Scope:** All part-time faculty; departmental chairs; academic deans.

**A. REASON FOR POLICY**

The Higher Learning Commission Criterion for Accreditation 3.C.4-5 stipulates the ongoing evaluation of faculty with respect to teaching performance. The following policy supports these guidelines.

**B. POLICY**

Part-time faculty teaching is evaluated each academic term based on student course evaluation data, as well as compliance with related administrative reporting responsibilities and deadlines. Additional measures are implemented by schools via the department chairs and/or academic deans on a case-by-case basis as deemed necessary.

Part-time faculty harbor an open invitation to faculty development opportunities developed and/or hosted by the university and the faculty development committee. These may include new faculty orientations, seminars, workshops, brown bag sessions, etc. Department chairs and/or academic deans may also recommend specific offerings to support the professional development of faculty.

**C. DEFINITIONS**

**D. PROCEDURES**

This part-time faculty evaluation policy is applied to all part-time faculty under the supervision of the Office of Academic Affairs, in collaboration with department chairs and academic deans.

Faculty teaching is evaluated via student course evaluation responses each academic term, by the department chair and/or academic dean. This and additional administrative performance data is considered in combination with data from any additional measures required by the program in both faculty development and/or future hiring decisions. The Office of Academic Affairs communicates any concerns that arise regarding faculty teaching performance and oversees the final determination of continued employment.