

School of Environmental Design (Department of Landscape Architecture and Horticulture and
Department of Community and Regional Planning) December 7, 2006

Part-time Faculty Hiring and Evaluation Policy

Part-time faculty are a vital resource to the Department in providing the capacity to offer high quality educational programs. To ensure the selection of the best-qualified and most effective part-time faculty, the following process will be used:

- 1 The Department will periodically put out a call for expressions of interest and a statement of qualifications for part-time faculty teaching.
- 2 Full-time faculty will be consulted in the preparation of a standing list of potential part-time faculty and the selection of who will teach specific courses.
- 3 Part-time faculty will be required to prepare their syllabi in advance for review by the department chair and/or other appropriate full-time faculty.
- 4 Evaluation of part-time faculty will be based upon student evaluations, syllabus review and the quality of student work. Part-time faculty will be asked to submit illustrative project assignments with student responses and/or exams with student responses. Periodic peer review will be conducted, as needed.

School of Environmental Design T & P Procedures and Guidelines