

Ambler College  
(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.