

Manual Adjunct and Contingent Faculty School of Health & Human Performance (6/21/13 Revised 8/14/14)

Welcome to the School of Health and Human Performance! This manual is intended to help you to understand our expectations of you as well as resources that may be helpful to you in meeting these expectations. We have also provided information about the benefits that are available to you. Please click to activate hyperlinks. People you will be working with over the semester:



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Position Descriptions

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Adjunct—Part-time faculty member

Contingent—Part time faculty member that has taught 8 credits over the past three semesters (summer included)

Contracts for Adjuncts and Contingents

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Contracts will be written the semester before the class. In order to write the contract, Christy must have the following information:

If you have never been a student or employee of NMU, Christy will need your full name (no nicknames) including Jr. Sr. if applicable; address, phone number and social security number. You will also need to fill out tax forms (Michigan and federal), payroll forms (directed deposit or debit card), and a federal I-9 form (for which you will need to show two forms of ID or a passport). These documents need to be on file in Human Resources **BEFORE YOU START IN YOUR POSITION. YOU WILL NOT BE PAID UNTIL ALL FORMS ARE SUBMITTED**

You will also need to send an original transcript, copies of certifications, and a resume to Christy in the main office (201 PEIF). She will make a copy of your certifications and resume for our personnel files and forward the transcript, resume, and certifications to Academic Affairs. Your rank/title and salary rate are based on this information so nothing can be processed until this information is received.

Once that information is obtained, Christy can then request an NMU IN# and can then process an EPS (contract) through Academic Affairs. Debbie in Academic Affairs will produce a contract letter and send it to the Dean of the School of Professional Studies for authorization. The Dean's office will then forward the letter to you for your signature. There is usually a two week time period to sign and return the contract to ACADEMIC AFFAIRS.

When the signed contract is in place, payroll and Information Technology (IT) are informed so an NMU e-mail address and laptop computer can be assigned to you..

Pay is based upon the Master Agreement

<http://nmuaaup.org/wp-content/uploads/2013/04/2012-2015-AAUP-Agreement.pdf>

9.1.1.1. Minimum salaries per credit of teaching load for contingent faculty shall be:

Minimum Salary per Load Credit					
	Contingent Special Instructor	Contingent Instructor	Contingent Assistant Professor	Contingent Associate Professor	Contingent Professor
2012-13	\$900	\$900	\$1,080	\$1,188	\$1,307
2013-14	\$921	\$921	\$1,105	\$1,215	\$1,337
2014-15	\$942	\$942	\$1,130	\$1,243	\$1,368

Getting Started

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Once you have signed your contract your contract will go from Academic Affairs to Human Resources. Human resources will send the Wildcat Express Center notification of your employment:

- 1) Go to the Wildcat Express Center 1227 of the University Center (UC) (See Map <http://www.nmu.edu/campusmap>) after allowing adequate time for the process discussed above. They will provide you with your ID card.
- 2) Go to Micro Repair in the basement of the Learning Resources Center (LRC) (if you are teaching three or more credits) and using your ID card, pick up your laptop (See Map <http://www.nmu.edu/campusmap>).
- 3) Go to the HelpDesk (right next to Micro Repair) and ask for help with setting up your email. They can also assure that your Internet is functioning properly. If you have trouble or questions about your laptop you may reach the HelpDesk at 227-2468.
- 4) If you would like to use EduCat and need help with setting up your classes this may be a good time to stop by the Center for Instructional Technology in Education (CITE). This is an exceptional faculty resource for using technology in your courses. They are housed in the basement of the LRC as well. The CITE provides educational sessions as well as tutorial videos. Please see <http://idt.nmu.edu/>
- 5) Go to Public Safety (See Map <http://www.nmu.edu/campusmap>) You can pick up your parking pass (this is free of charge—you just need to fill out the paperwork) and at the same time you can pick up any keys that are needed. Sue will send through the paperwork that is needed for your keys when she processes your contract. You will again need your ID card at Public Safety. Public Safety will provide you with a brochure indicating where you may park.
- 6) Please see Nicole or Tiffany (201 PEIF) and they will provide you with an emergency contact form to complete. Nicole or Tiffany will also provide you with instructions for setting up to print on the office printer.

Benefits Adjuncts and Contingents

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Benefits can be found at <http://www.nmu.edu/hr/node/50> and include a tuition scholarship program, on-campus staff development courses, recreation membership, bookstore discount, Social Security benefits, workers' compensation, parking pass, library privileges, tax-deferred 403b plans, and banking and credit union electronic funds transfers. Please visit the website for specifics on these benefits. The School also provides a GetFit Program which you can access at a discounted rate <http://www.nmu.edu/hper/node/3> The School of Health and Human Performance also provides services through the Injury Evaluation and Care Clinic. There is a \$25.00 fee for services at the Injury Evaluation and Care Clinic. The clinic is free to students. If you are teaching an HP activity class, you must be CPR and First Aid Certified. The School of Health and Human Performance has an American Heart Association Center and you may access certification at reduced or no cost. Please see <http://www.nmu.edu/hper/node/8>

NMU Laptop Program

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Adjunct faculty teaching three or more credits will receive an NMU laptop. The laptop can be picked up two weeks prior to the start of the semester at Micro Repair (basement of the LRC). You must have an NMU Wildcat Express ID Card to pick up your computer. Please see the specifics on the Laptop program at <http://it.nmu.edu/content/notebook-computers-adjuncts>

Professional Development Funding

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NMU provides competitive \$300 grants for adjunct (this does not include faculty in the contingent category) professional development. You may read more about these grants at <http://www.nmu.edu/academicaffairs/node/33>

Assigned Responsibilities

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Textbooks—Please go to http://www.nmubookstore.com/textbook_agreement.asp? You will need to read the information on this page and click the box that states you have read it. Then you will be directed to a website that allows you to look up to see if a textbook has been ordered for your class. Choose the correct semester and click go. Many classes taught by adjuncts will already have a text ordered. For instance, all HP 200 classes use the same text and Professor Coleman orders the text for every section. Other times, adjuncts order their own texts. If there is no text listed and you are unsure if you are to order a text, please contact MJ mtremeth@nmu.edu Textbook companies provide textbooks for instructors as well as instructor supplies. You just need to contact the sales person for the NMU area. You can find this information online at the textbook company website. If the book manufacturer does not provide complimentary copies to the instructor, please see MJ.

Develop syllabus ([example syllabus with required sections](#)). The syllabus is a contact between you and your students. Therefore it is important that the syllabus you present at the beginning of the semester stays the same throughout the semester in regards to assignments, grading, etc. The outline that covers when you present various topics can and should be changed if needed. The Academic Calendar

<http://www.nmu.edu/records/node/20> will be helpful to you in this process. If you are teaching a course for the first time, please contact the School of Health and Human Performance staff and they will provide with a syllabus from a previous semester. Each semester the ADA Statement, the Non-Discrimination Policy, and the Add/Drop Deadlines will be updated as needed. Please make these changes to your syllabus. If you are teaching an HP 200 course please see Professor Coleman to discuss your syllabus. 6.2.1 of the Master Agreement states: **Instructional objectives**, course requirements, and the testing methods and criteria to be used in grading shall be communicated to students by means of a syllabus at the beginning of each semester (or session).”

Provide hard or electronic copy to students at the first class. The staff at the CITE can help you to upload your syllabus into EduCat if you would like. **Provide an electronic copy to the Health and Human Performance Office during the first week of class.**

Academic Service Learning (ASL) If you choose to make your class an ASL class please complete the paperwork found at <http://www.nmu.edu/asl/node/44> Advantages to designating your course as ASL students may use their service learning experiences as part of the Superior Edge Program <http://www.nmu.edu/superioledge/> and it also allows you as the instructor to apply for a \$500 service learning grant for your class.

Meet each scheduled class period including exam week. Lab, HP activity classes or partial semester class do not meet during final exam week. **Note students must be 18 to enroll in HP activity courses.** Assigned final exam times cannot be changed. You may view this schedule once it is posted at <http://www.nmu.edu/records/node/22>

Complete an [Absence From Class Form](#) for any anticipated class absence submit to the Office (201 PEIF). These forms can be found in the Forms file in the office (201 PEIF).

Student Evaluations During the last week of the semester or at the end of a partial semester course, direct students to <http://myweb.nmu.edu/crseval> to complete a rating of the course and instructor. All students must have the opportunity to evaluate every class and instructor. As an instructor you may go to this site and preview the questions that will be asked. You may also check to see how many of the students have responded. You will not receive the results of these evaluations until after your grades are posted and MJ has an opportunity to review the evaluation results.

Submit grades at the end of the semester. Near the end of the semester all instructors receive an email from Mike Truscott. This email explains the grading submission to faculty. Instructors will input each student's grade into the grading system. This system is very intuitive, but please contact MJ if you have difficulty with this system.

Contingent Evaluation If you are a contingent faculty member you will need to complete an evaluation. [See evaluation information in this document.](#)

Support for Your Courses

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Classroom Space: Your classroom space will be requested at the time your class is scheduled. If you need special space, please talk with the support staff and we will try to accommodate this additional space. Space fills up quickly so the sooner you do this the better.

Classroom Technology: All of our classrooms with the exception of PEIF 244 have built in AV equipment. If you are scheduled in PEIF 244 and need a projector there is one projector stored in the storeroom near the mailroom. Please sign this projector out in advance. The sign-out book is also in the storeroom.

Adjunct/Contingent Office Space: All adjuncts may use the office space in PEIF 209 and the Wildland Firefighting adjuncts may also use the Wildland Firefighting Office in PEIF 211.

Office Supplies: If you need office supplies, please submit a list of these supplies to one of the support staff. *Can they access the supply cabinet and submit a list of supplies not in the cabinet?*

Work Requests: If you need photo copying or other office work completed, please fill out an [Office Work Request](#) two to three days prior to the day you need the work completed. These forms can also be found next to the printer in the office (201 PEIF)

For small print jobs – you will be assigned a code for the office copier. Please see the main office staff.

Automatic Grading: There is a Scantron machine in the mailroom along with blank Scantron forms for you to use if you utilize multiple choice/true and false testing in your classes. [Steps to using the Scantron:](#)

- 1) Assure that all of your students use the same side of the Scantron test sheet (blue-1 or green-2).
- 2) Complete an answer key by selecting a scoring option at the top of the sheet
- 3) Complete the Key Item Count listing the number of questions in your test/quiz.
- 4) Mark the correct answers on the bubble sheet.

- 5) Scan the answer sheet first feeding the top of the answer sheet into the Scantron. Once the Scantron acknowledges the answer sheet feed the student sheets into the Scantron. If you have a large class you may want to put through only a portion at a time.

There is also a Scantron “Item Analysis Form” which may be beneficial to you. If you would like to use this form to find out number of students or the percentage of students that had the correct answer to each questions, please see MJ and she will walk you through this. It is quick and easy and it gives you quick data about each question.

X-File: A file with your name is housed in the X-file located in the office (201 PEIF). If you have items (tests, papers, etc.) for students to pick up, please leave them in this file and instruct your student to ask the office staff to retrieve the item for them.

Purchasing

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Very few contingent or adjunct faculty will need to make purchases for their courses. If you do need to make purchases, please see Sue in advance.

Safety Issues

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Read the emergency management plan (copies can be found in the adjunct office (PEIF 209) as well as the WLFF office (PEIF 211).

Watch the Active Shooter PowerPoint—Log onto <https://mynmu.nmu.edu/> sign in using your email user name (first part of your email address) and the password that you use for your email. Then choose the employee tab. Once in the employee tab choose “Enter the Public Safety Training System” which is in the Public Safety Box. This PowerPoint must be reviewed annually.

Consider signing up to receive emergency texts on your cell phone at <http://myweb.nmu.edu/alerts>

Complete an incident report for injuries that occur during your course. You may access an incident report form at <http://www.nmu.edu/publicsafety/node/7> Please complete the form and submit it to MJ or Sue. Be certain to include the names of witnesses to the injury.

FERPA

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As an educator it is important that you understand the NMU policy on the Family Educational Rights and Privacy Act (FERPA). FERPA assures the confidentiality of student records and gives students access to their records to assure the accuracy of their

contents. FERPA directly impacts you as an instructor. It is important to not violate the FERPA policy <http://www.nmu.edu/hr/node/320> You may access frequently asked questions about FERPA at <http://www.nmu.edu/records/node/61> If you have concerns about FERPA please see MJ.

HP Activity Courses Outcomes Measures

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Objectives:

All HP activity classes will have a **skill objective**, a **knowledge objective**, and an objective focused on the university's **purpose for HP classes**. "The university believes that an important part of a liberal education is providing students with knowledge about their health and wellbeing and the opportunities to acquire leisure-time skills that will enrich their quality of life."

Measurement:

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The first objective will be measured using a rubric ([Click to see Example](#)) that is completed by the instructor at the beginning of the course, at midterm, and near the end of the course. The instructor will submit the completed rubric to the director of the school including a summary of changes that ought to be considered to increase student success with skills in future classes.

The second objective will be measured through quizzes or exams in the course. Content for the knowledge objective includes the rules of the activity, scoring of the game/activity, and how the game/activity contributes to fitness/well being. A summary of the percentage of students that have met the objective will be submitted to the department head along with a summary of changes that ought to be considered to increase student success in the future. Hard copy quizzes/tests must be submitted to the department head for storage for one year. If quizzes/tests are on EduCat they will automatically be stored for one year.

To measure the third objective, another question has been added to the HP Activity teacher/course evaluation.

Examples

Examples for each can be found below—the red words will be changed with each activity.

1. 90% of students will demonstrate at least at the fair level (on poor, fair, good scale), the fundamentals of **bowling**. For **bowling** this involves **a) proper stance, b) approach speed, c) adjusting for spares, d) where to release the ball, e) hitting of target**. [Please see example recording sheet which must be submitted to the Director of the School \(MJ\) at the end of each semester.](#)

2. 90% of students will demonstrate adequate knowledge (73% or better on the final exam) of the rules of the game/activity, scoring, and how the game/activity contributes to fitness/wellbeing. **For bowling, this involves scoring the game, rules of the game, and how bowling contributes to fitness.**
3. Please see Question 6 below:

	<p>Course Evaluation</p> <p>For each of the following variables, please select the single rating that most closely summarizes your evaluation using the following criteria:</p> <p>Strongly agree Agree Undecided Disagree Strongly disagree</p>
1	My instructor was knowledgeable on course topics.
2	My instructor promoted an environment (online or in the classroom) that was conducive to learning.
3	My instructor responded in a timely manner to my out of class questions or concerns.
4	Course objectives, instruction, homework, and exams were consistent.
5	The grading procedures for this course were fair.
6	I believe I will use the skills I learned in class in the future.
7	My instructor used class time efficiently.
8	Open Ended Question: What were the course's and/or the instructor's major strengths?
9	Open Ended Question: What could be improved in the course and/or instructor?

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Submit outcomes assessment information at the end of the semester (HP activity courses to MJ, HP 200 to Professor Coleman and other courses to the discipline coordinator). For HP Activity courses your report is your rubric including the summary at the end of the rubric which provides an opportunity to reflect on your outcomes and how you may change your approach for the next year.

For HP 200 please provide your section number, the number of students in your class, and the number and percentage of students meeting the three HP 200 objectives. Also provide a reflection that discusses what you plan to change prior to teaching HP 200 again.

Please see the Associate Dean and Director of the School (MJ) if you have any questions about outcome objectives.

HP 232 : Bowling-Beginning Fall 2015 [Return to Activity Course Outcomes Measures](#)

Students will be evaluated on the following five bowling skills at the start of class, near midterm, and at the end of class.

Student Name	P=Poor F=Fair G=Good E=Excellent	Beginning	Midterm	Final
	Stance			
	Approach Speed			
	Adjusting for Spares			
	Where to Release the Ball			
	Hitting Your Target			
Comments:				

Student Name	P=Poor F=Fair G=Good E=Excellent	Beginning	Midterm	Final
	Stance			
	Approach Speed			
	Adjusting for Spares			
	Where to Release the Ball			
	Hitting Your Target			
Comments:				

Student Name	P=Poor F=Fair G=Good E=Excellent	Beginning	Midterm	Final
	Stance			
	Approach Speed			
	Adjusting for Spares			
	Where to Release the Ball			
	Hitting Your Target			
Comments:				

Number of students completing class_____ Percentage of students at the fair or above level with 1) stance___, 2) Approach Speed_____, 3) Adjusting for Spares_____, 4) Where to release the ball_____, Hitting Your Target_____.

Percentage of students meeting knowledge objective.

Changes in teaching strategies for the next semester: **You only need to submit the information requested in this box to the Associate Dean Director at the end of the semester.**

Syllabus [Return to the section on Syllabi](#)

**Northern Michigan University
School of Health and Human Performance
HP 208-01: Basketball
Fall 2014**

Instructor:	Email:	Telephone:
Office Location:	Office Hours:	
Main Office Phone: 227-2130	Office Fax: 227-2181	
Class Day(s)/Time:	Class Location:	

Textbook(s): (Indicate if textbooks are required or recommended. If textbooks are required or recommended please assure that you have ordered your textbook through the book store.)

Course Description: (From online undergraduate catalog.)

Objectives: (Please list your outcome objectives.)

Grading: (Provide a breakdown of how student grades will be determined.)

Attendance: Each student is expected to attend all call sessions. Please contact me prior to class if you are unable to attend. (Please feel free to add to this attendance policy.)

Fall Semester 2014 Add/Drop Deadlines

Type of Course	Last Day to Add a Class	Last Day to Drop for a 100% Refund and No Grade	Last Day to Drop a Course with a "W" Grade
Full Semester	Thurs., Aug. 28, by 5 p.m.*	Tues., Sept. 2, by 5 p.m.	Fri., Oct. 31, by 5 p.m.

First Block	Tues., Aug. 26, by 5 p.m.*	Fri., Aug. 29, by 5 p.m.	Fri., Sept. 26, by 5 p.m.
Second Block	Tues., Oct. 14, by 5 p.m.*	Fri., Oct. 17, by 5 p.m.	Fri., Nov.14, by 5 p.m.

For weekend, extension, and courses scheduled to meet during non-conforming dates, please contact the Student Service Center, C.B. Hedgcock, Room 2201, 906-227-1221, for drop, refund and withdrawal deadlines.

No refunds are given for reduced credit hours within the 12-18 credit hour flat rate tuition range.

*Instructor signature required to add a course after these dates.

ADA Statement

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Dean of Students Office at 2001 C. B. Hedgcock Building (227-1700). Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.

Non-Discrimination Policy

Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity, gender expression, genetic information, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities. To view the entire policy, please go to <http://webb.nmu.edu/EqualOpportunity/NonDiscrimination.shtml>.

Absence From Class Form [Return to the section on meeting each class session](#)

Northern Michigan University
 Department of Health, Physical Education and Recreation

Request For/ Record of Absence From Class
HPER Department

Name _____
 Date/s of Absence _____
 Reason for Absence _____

Classes to be Missed				Disposition of Missed Classes (print sub name and signature of sub is required)	
Course	Course Name	Days	Time	Sub Name	Sub Signature

- Signature of substitute is required.
- Attach an outline of what is to be covered in each class missed.
- Substitute must be a current NMU employee, unless prior approval is obtained from the HPER Department Head.*
- This form is to be completed and turned into the HPER Department Head's office 48 hours prior to departure from campus.

 Staff Signature

 Date

 HPER Department Head Signature

 Date

Office Work Request

[Return to Discussion on Office Work Request](#)

(Submit 2-3 Days in Advance)

Name _____ Date/Time Submitted _____ Date/Time Required _____

Typing _____ Copying _____ Fax _____ Final Form _____ # of Copies _____

Mail _____ Letterhead _____ Backup _____ Post to web _____

Rough Draft _____ Collate _____ Scan _____

Envelope _____ Staple _____ PDF _____

Label _____ Paper Color _____ Confidential _____

Special Instructions:

Completed by _____ Date/Time Completed _____ Test Retained in Office Notified _____

Saved Under/As _____ Returned-Date Time _____

Scantron Test Sheet [Return to Discussion on Scantron](#)

2

SCORING & PRINTING OPTIONS:
 RESCORE MULTIPLE ANSWER SCORING
 CORRECT ANSWER MARK X TOTAL ONLY
 MARK ONLY ONE

↑ FEED IN THIS DIRECTION

1 (A) (B) (C) (D) (E) 4

2 (A) (B) (C) (D) (E)

3 (A) (B) (C) (D) (E)

4 (A) (B) (C) (D) (E)

5 (A) (B) (C) (D) (E)

6 (A) (B) (C) (D) (E)

7 (A) (B) (C) (D) (E)

8 (A) (B) (C) (D) (E)

9 (A) (B) (C) (D) (E)

10 (A) (B) (C) (D) (E)

11 (A) (B) (C) (D) (E)

12 (A) (B) (C) (D) (E)

13 (A) (B) (C) (D) (E)

14 (A) (B) (C) (D) (E)

15 (A) (B) (C) (D) (E)

16 (A) (B) (C) (D) (E)

17 (A) (B) (C) (D) (E)

18 (A) (B) (C) (D) (E)

19 (A) (B) (C) (D) (E)

20 (A) (B) (C) (D) (E)

21 (A) (B) (C) (D) (E)

22 (A) (B) (C) (D) (E)

23 (A) (B) (C) (D) (E)

24 (A) (B) (C) (D) (E)

25 (A) (B) (C) (D) (E)

↓ FEED IN THIS DIRECTION

Scantron Test Sheet 25/25

1

KEY ITEM COUNT

MARKING INSTRUCTIONS
 Use a No. 2 Pencil
 Fill oval completely
 Erase cleanly

STUDENT ID NUMBER

25 ITEM

SCANTRON

Form No. 95141
 Reorder Form No. 95141
 1-800-367-6627
 Fax 1-949-639-7710
 www.ScantronStore.com

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Printed on recyclable paper

NUMBER CORRECT	
PERCENT CORRECT	
ROSTER NUMBER	
LETTER GRADE	
SCORE	
RESCORE	

5

NAME Course Name

SUBJECT Number of Test or Quiz

PERIOD _____ DATE Date of Test or Quiz

SCANTRON 2 Mark Reflex® EM-95141-3-04

This handbook is intended to guide Contingent Faculty in preparing annual evaluations. The University uses the Master Agreement and School Bylaws to establish requirements for submission of annual evaluation reports and for assessment of the same. As of this writing the Bylaws do not address Contingent Faculty specifically, therefore, the Bylaws will not be applied for your evaluations reports. This document is not legally binding; it has been developed as a guide only and draws from the limited language in the Master Agreement. Specific questions or concerns should be directed to the School's Faculty Evaluation Committee (FEC) member/s and/or the Associate Dean and Director (ADD). This is a learning experience for us all; adjustments in specific requirements not addressed in the Master Agreement might be adjusted after the first submission to better serve you as a Faculty Member and your students.

PART I: From the Master Agreement:

5.4.1.d. Contingent faculty must submit evaluations documenting their accomplishments only in the area of assigned responsibilities (usually teaching). This will include

1. Narrative/self-evaluation
2. Colleague evaluation
3. Student ratings

Contingent faculty may also document service, scholarship, professional development and other relevant information, but are not required to do so. All materials for each course shall be reviewed once per year using the schedule of 5.4.1.1.1. More frequent evaluations may be required if requested by the ADD or FEC.

5.4.1.1.1 Evaluation for other than promotion or tenure review shall be conducted in accordance with the following schedule:

February 1: The faculty member submits the evaluation to the FEC.

April 1: The FEC submits the evaluation to the ADD.

April 30: The ADD submits the evaluations together with a statement of concurrence or nonconcurrence to the faculty member for review and comment.

May 15: The faculty member submits the signed evaluation to the ADD with comments as appropriate.

May 20: The ADD submits the faculty evaluations to the dean.

June 30: The dean signs the faculty evaluations and submits comments, if any, to the faculty member.

September 15: The faculty member may respond to any comments made by the dean.

Should the faculty member, FEC, ADD, or dean fail to adhere to the preceding schedule, the process will proceed to the next step unless an extension is granted by the administrator or committee at the next step. Failure to receive the appropriate evaluation materials will be noted in writing in the next evaluator's statement and become part of the cumulative record for promotions and tenure.

All provisions regarding faculty evaluations may be found in the Master Agreement, Articles 5.4 – 5.5, pages 24-38. Not all provisions, however, apply to Contingent Faculty.

PART II School of Health and Human Performance Contingent Faculty Evaluation Process

The Master Agreement between the AAUP and the NMU Administration has mandated an annual evaluation of Contingent Faculty. The FEC and ADD are charged with assessment of faculty evaluations. Thoughtful and precise preparation of your Annual Evaluation Report will make this assessment a better process for everyone involved. Please follow the directions provided in this handbook and feel free to ask for clarification.

Contingent Faculty who should submit annual evaluations are those who were granted Contingent Faculty status in the Fall semester. Those who were granted Contingent Faculty status in the Winter would submit annual evaluations after one calendar year, provided Contingent Faculty status was still in effect. (Graves, 1/25/13)

In order to assist you, the FEC is recommending the use of a Contingent Faculty Evaluation Checklist; included in this document and also available in the office files (201 PEIF). The FEC also has a similar Evaluation Checklist that it will use to assess your materials.

If you choose to include Scholarship and/or Professional Development and/or Service in your materials, please refer to the Bylaws (in Office and also online) for examples.

A. Submission of Evaluation

On or before February 1, submit your evaluation materials in a three ring binder to the chairperson of the FEC. If unsure who that is, ask the ADD.

B. Contents of Evaluation (in order of “presentation”)

Although not specified in the Master Agreement, the School of Health and Human Performance has developed the following guidelines for the content of your evaluation:

1. Contingent Faculty Evaluation Processing Form: (Included A and in School Files) Complete this form and place it at the beginning of your document.

2. Signed Faculty Basic Data Form: This form comes from Academic Affairs just before evaluations are due and it records your highest degree, your number of years of service and lists your position as a contingent.
3. Narrative/self-evaluation statement (Please limit to 300 words or less)
 - a. Reflect on your teaching including the objectives from each of your classes and how you have demonstrated that these objectives have been met.
 - b. Reflect on aspects of teaching that you thought were effective and why
 - c. Reflect on aspects of teaching upon which you would like to improve
4. Peer/Colleague Teaching Evaluation
 - a. Submit at least one peer/colleague teaching evaluation from at least one of your classes.
 - b. If not indicated on the peer/colleague teaching evaluation, indicate the class for which the evaluation was done.
 - c. Reflect on the peer/colleague teaching evaluation as appropriate.
5. Student Ratings
 - a. Submit a copy of your online summaries of your student ratings
 - b. Reflect, as appropriate, on those summaries
6. Scholarship and/or Professional Development (OPTIONAL)
 - a. List any professional development activities
 - b. List any scholarly activity
 - c. OR you may include your resume or *curriculum vitae* (CV)
7. Service (OPTIONAL)
 - a. List any service activities
 - b. OR you may include your resume or *curriculum vitae* (CV)
8. Contingent Faculty Processing Form (Included and in the Office Files)
 - a. Include this form at the end of your evaluation materials. After the FEC and the ADD have reviewed your materials and prepared their letters, you should read those letters and make any comments you may wish to make. After your review, you are required to sign the form.

School of Health and Human Performance
Contingent Faculty Evaluation Processing Form

Evaluation Period _____

Faculty Member _____ Present Rank _____

Highest Degree _____ Year Awarded _____ School _____

School of Health and Human Performance

Contingent Faculty Signature Form

Faculty Member _____

The following signatures do not indicate concurrence or non concurrence with the substance of the contingency member's evaluation document; they indicate only that the signer has read the contingent faculty member's self evaluation, the assessment by the School of Health and Human Performance Faculty EC and the assessment by the Associate Dean and Director.

Faculty Member _____ Date _____
(To be signed prior to the evaluation leaving the school)

Dean _____ Date _____

CONTINGENT FACULTY EVALUATION CHECKLIST

(Listed by order of presentation)

Submission:

_____ Three ring binder

Contents:

_____ Contingent Faculty Evaluation Processing Form

_____ Signed Faculty Basic Data Form (this comes from Academic Affairs)

_____ Reflection on teaching (please limit to 300 words or less)

_____ Reflection on objectives of each course and how you demonstrate that these have been met

_____ Reflection on aspects of teaching you thought were effective

_____ Reflection on aspects of teaching upon which you would like to improve

_____ Peer Teaching Evaluation from at least one of your classes (include the class number/name being evaluated)

_____ Reflection on the peer teaching evaluation, as appropriate

_____ Copy of the online summaries of your student ratings

_____ Reflection on student ratings, as appropriate

OPTIONAL:

_____ Identify any service activities

_____ Identify any scholarly activities

_____ Identify any professional development activities

END DOCUMENT

_____ Contingent Faculty Signature Form

(signed after reviewing assessments by FEC and ADD)

Northern Michigan University
School of Health and Human Performance

Record of Change in Class Location

Instructor Name: _____

Course	Course Name	Date	Time	Current Location	Change Location to

Date Submitted: _____ Instructor Signature: _____

Please submit to the HHP Office 24 hours before class time.