**PART-TIME FACULTY REMEDIATION (Rev. June 2012)**

**All part-time faculty members will receive a performance evaluation once during the term of each appointment.**

**In the event a post probationary bargaining unit member is identified to have unsatisfactory teaching performance, except in egregious cases, the University will notify the bargaining unit member of the deficiencies that require correction and will provide an opportunity to correct the identified deficiencies which may include remediation efforts prior to the end of the current appointment where possible.**

**Once a teaching deficiency has been noted, except in egregious cases, the post-probationary bargaining unit member will receive at least one additional semester of teaching within the current appointment to address and correct the stated deficiencies. The University will evaluate the performance of the bargaining unit member, and may include observation of the instructor by an appropriate administrator.**

**When deficiencies are identified in the last semester of the contract for post probationary bargaining unit members with a 2 or 3 year appointment, and no evaluation was done prior to that semester, the University will, except in egregious cases, extend the individual contract by at least one semester to provide the opportunity to address and correct the stated deficiencies.**

**In the event a probationary bargaining unit member is identified to have unsatisfactory teaching performance, the University will notify the bargaining unit member of the deficiencies that require correction and may, but is not obligated to, provide an opportunity to correct the identified deficiencies, which may include remediation.**

Dear

This letter confirms that your teaching performance has recently been reviewed and resulted in an unsatisfactory evaluation.

This letter also provides written notice that your teaching performance requires corrective action. The dates of this remedial period are from to (allow one semester for corrections). Your appointment as part time [Instructor, Assistant Professor,

Associate Professor, Professor or other title) of in \_ (department name] will be reviewed again at the end of this time period.

The (Department and/or School/College) of

and the University value and reward quality

teaching at all levels. Your evaluation indicated the following areas of improvement: (Provide detail for each deficiency listed, as appropriate. Each deficiency area listed should correspond to the appointment letter, the Labor Agreement or fall under other duties as assigned.)

• *Example: class attendance*

• *Example: course preparation* & *organization*

• *Example: student rapport/participation*

• *Example: attendance at department meeting or recitals*

• *Example: grading timeliness*

• *Example: advising*

Please draft a proposed action plan to address the above areas of concern and schedule a meeting with (department chair) to review the action plan for approval within the next two weeks. To assist with your plan the following link may be used as a teaching strategy resource: <http://oira.syr.edu/oira/Assessment/StudentRate/ActionPlanTS.htm>

I would appreciate having your signature below to acknowledge your receipt of this letter and your understanding of the remediation process. Please keep the original for your file and return a signed copy to my attention.

Sincerely yours,

[Department Chairperson/Dean]

Copied to: Dean or Department Chair

Office of the Vice Chancellor and Provost

I acknowledge receipt.

Signature Date

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