

Part Time Faculty Formal Improvement Plan and Follow Up Report

OAA and Department Chair must be informed of the need for a FIP as soon as possible.

See the form for the Formal Improvement Plan (FIP) and the Follow Up Report on the next pages.

This form should be used:

- If **Requires Significant Improvement** is checked on the Part Time Faculty Evaluation Form cover page.
- If a significant situation develops at any time in the semester, regardless if the Part Time Faculty member is being formally evaluated in that semester or not.

Instructions

- The Part Time Supervisor must include specific items for improvement and a time frame for following up with the Part Time Faculty Educator.
- The Part Time Faculty Educator must understand that if improvement is not seen within the time frame specified in the plan, then the Educator may not be rehired.
- The **Formal Improvement Plan** MUST be filed with OAA within 2 weeks of being filled out, however supervisors should inform both OAA and the Department Chair of the need for a FIP as soon as possible.
- A **Formal Improvement Plan Follow Up Report** based on the Action Plan and Time Frame must also be filed with OAA within 2 weeks of being completed.

Important Considerations:

- If there are significant issues in terms of a PT Faculty member providing quality instruction to students, it is vital that this be clearly documented, with a workable plan for improvement and a reasonable time frame.
- It must be clear when the situation will be re-evaluated.
- The Follow Up Report must make it clear whether the issues were satisfactorily resolved, whether further steps need to be taken, and when the next review/evaluation will occur.

Part Time Faculty Formal Improvement Plan (FIP)

To be completed by Part Time Faculty Supervisor.

Must be filed with OAA as soon as possible, but no later than 2 weeks of filling out.

Name of Part Time Faculty Educator: Click or tap here to enter text.

Name of Part Time Faculty Supervisor: Click or tap here to enter text.

Department: Click or tap here to enter text.

Date: Click or tap here to enter text.

- **Areas of Concern and Items for Improvement**

Click or tap here to enter text.

- **Action Plan and Time Frame**

Click or tap here to enter text.

Comments from Part Time Faculty Member:

Click or tap here to enter text.

Signatures below indicate that Part Time Faculty Educator has received and read a copy of the Formal Improvement Plan.

Part Time Faculty Signature

Date

Supervisor Signature

Date

Part Time Faculty Formal Improvement Plan Follow Up Report

To be completed by Part Time Faculty Supervisor.

Must be filed with OAA as soon as possible, but no later than 2 weeks of filling out.

Name of Part Time Faculty Educator: Click or tap here to enter text.

Name of Part Time Faculty Supervisor: Click or tap here to enter text.

Department: Click or tap here to enter text.

Date: Click or tap here to enter text

Explicitly address the actions taken to address the concerns in the Formal Improvement Plan

- **Part Time Faculty Supervisor feedback:**
 - **Must clearly indicate if the concerns in the Formal Improvement Plan were sufficiently addressed and whether employment may continue and/or be offered for another term. If additional steps need to be taken, they should be clearly indicated.**

Click or tap here to enter text.

- **Time frame for next follow up/formal evaluation:**

Click or tap here to enter text.

- **Part-time Faculty member feedback:**

Click or tap here to enter text.

Signatures below indicate that Part Time Faculty Educator has received and read a copy of this Follow Up Report

Part Time Faculty Signature

Date

Supervisor Signature

Date

Department Chair Signature*

Date

***If the Part Time Faculty member is NOT being recommended for re-hire, the Department Chair MUST sign the form.**