

## Orientation and Evaluation Chart for Instructors of Record^

As of 6/22/2018

Employment Contract	Employment Status	Communication "Lead"	Orientation	Evaluation Form	Evaluation Frequency
Adjunct *	Part-Time Instructor	Human Resources	All-Day Part-Time Instructor Orientation – occurs upon hire (before first semester of teaching)	Part-Time Instructor Review Process and Forms: <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>	Once per fiscal year (July 1 – June 30) <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>
Dual Enrollment* (regardless of whether the contract includes APSU compensation)	Part-Time Instructor	Human Resources (in collaboration with Dual Enrollment office)	All-Day Part-Time Instructor Orientation - occurs upon hire (before first semester of teaching)	Part-Time Instructor Review Process and Forms: <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>  Dept chair or other qualified APSU full-time faculty member conducts classroom observations at the dual enrollment site.	Once per fiscal year (July 1 – June 30) <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>
Post-Retirement *	Part-Time Instructor	Human Resources	Determined by the Department Chair	Part-Time Instructor Review Process and Forms: <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>	Once per fiscal year (July 1 – June 30) <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>
APSU Staff * (who are teaching credit courses part-time for extra compensation, teaching is outside of job description, such as APSU 1000 instructors)	Part-Time Instructor	Human Resources	All-Day Part-Time Instructor Orientation – occurs upon hire (before first semester of teaching)	Part-Time Instructor Review Process and Forms: <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>	Once per fiscal year (July 1 – June 30) <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>

TN eCampus (if part-time instructor working for APSU)	Part-Time Instructor	Human Resources (in collaboration with Distance Education)	Determined by Department Chair and Distance Education – occurs upon hire (before first semester of teaching)	Part-Time Instructor Review Process and Forms: <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>	Once per fiscal year (July 1 – June 30) <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>
Graduate Teaching Assistant serving as Instructor of Record	Graduate Teaching Assistant	College of Graduate Studies	GTA orientation must be completed prior to the start of the initial semester of hire; an additional orientation that is more specific to the course(s) being taught may be provided by the hiring department	Supervisor evaluation of GTA form <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/links/gtasupervisorevaluation.pdf">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/links/gtasupervisorevaluation.pdf</a>  GTA Self-evaluation form: <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/links/gtaselfevaluation.pdf">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/links/gtaselfevaluation.pdf</a>	Each semester
One-Year Temp	Full-Time Temp Instructor	Human Resources	All-Day Part-Time Instructor Orientation	Annual Faculty Evaluation <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>	Review period is January 1 – December 31. For one-year temps, this will typically include a review period of Fall semester only. Review occurs in the following Spring.
Three-Year Temp	Full-Time Temp Instructor	Academic Affairs	Pre-Semester Calendar beginning August 1 (except for sessions specific to	Annual Faculty Evaluation <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>	Review period is January 1 – December 31. For new three-year temps, the first year review period will typically include Fall semester only. Each of the remaining years in the three-year contract will include a review period of January 1 – December 31. Review occurs in the following Spring.

			tenured/tenure-track faculty)		
Lab Managers/Studio Technicians * (teaching credit courses as a part of the job description)	Full-Time Staff	Department Chair	All-Day Part-Time Instructor Orientation	Annual Staff Evaluation. Comments about instructional role should be inserted into the “strengths and areas for improvement and overall comments” sections of the Annual Staff Evaluation. Classroom observation form should be completed by department chair and uploaded into PeopleAdmin.	Review period mirrors staff evaluation (currently the review period is typically May to April, with the review process occurring in May. However the process will move to a review period of January 1-December 31 in the future).
First-Year Tenure-Track Faculty	Full-Time Faculty	Academic Affairs	Pre-Semester Calendar beginning August 1	Annual Faculty Evaluation <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>	Review period is January 1 – December 31. Review occurs in the following Spring.
Second-Year and Subsequent Years of Tenure-Track Faculty and Tenured Faculty	Full-Time Faculty	Academic Affairs	Pre-Semester Calendar beginning two-weeks prior to the first day of Fall Semester (typically a Monday in mid-August)	Annual Faculty Evaluation <a href="https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php">https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php</a>	Review period is January 1 – December 31. Review occurs in the following Spring.

\*coded as part-time employees for SACSCOC and in Xitracs faculty credentialing system

^instructor of record is the individual designated by the academic unit as responsible for the course (class section), including developing its content, assignments, and grades. For team based courses in which multiple instructors participate in the design, delivery and assessment of the course, a team coordinator must be assigned.