

dent evaluations. Be diligent about filling out your Classroom Observation Plan (to describe the lecture/activity that will be observed and how it fits into the total course) and giving the appropriate documents to your evaluators, such as syllabus, sample tests and assignments. Be on time; teach for the full amount of the class period. Use a variety of methodologies (don't spend the whole hour lecturing with power-point; be creative and varied: write on the board, engage in dialog with the students; use the internet if appropriate); be upbeat, prepared, and enthusiastic about your subject. Think of your evaluation as a teaching demonstration of the sort that you might conduct during a job interview. Be yourself, but know also what questions your evaluator is asked on the classroom/workplace observation form, and try to provide evidence that will help your evaluator give you high scores.

Section 9: Reemployment Staffing Preference

Staffing Preference (sometimes called "Rehire Rights") is described in Article 25 of the UF Contract. The purpose of Staffing Preference is to give established part-time faculty some job security and stability. Faculty may apply for Staffing Preference any time after the seventh semester evaluations have taken place. To qualify, one needs to have received a summary score of "Consistently High Ratings" on one's most recent evaluation or to have received a score of "Satisfactory" with a majority of 4s and 5s on both the classroom observation and student evaluation forms. For more details about applying or qualifying, please consult the UF Office.

Staffing Preference is not awarded automatically. You need to fill out an application and qualify. Applications are due by the end of the second week in any semester to qualify for Preference Status beginning in the following semester. Note too that you can be denied Preference (or lose it) for

a number of disqualifying actions, such as not turning in rosters and grades in a timely manner or failing to follow the rules for leaves of absence, such as sick leave. Once you have Staffing Preference, you must re-qualify with each new evaluation, but you do not need to apply again. Faculty members with Staffing Preference are automatically reconsidered every six semesters (after each new evaluation).

Having Staffing Preference means that your department must offer you courses every semester based upon your historical load, before they can offer those courses to other part-time faculty who do not have Staffing Preference. Preference does not give you the right to specific courses or sections, however, but only to be offered load at your historical level, if possible.

Your **historical load** is determined by a formula outlined in Article 25. The UF has a detailed guide on our website to help faculty understand and calculate historical load (**modal load** or **median load**) and to answer common questions, such as what happens when one misses a semester or when one's load changes. For details, go to <http://uf4cd.org/part-time-faculty/guide-to-calculating-load-for-part-time-faculty-with-staffing-preference>.

Section 10: Personnel Files

All faculty have a personnel file. These can be found in the Human Resources department of your college. You have a right to review the materials in your personnel file upon request. Typically, the information in your file includes your evaluations, transcripts, and the basis of step/column placement including additional units taken after initial placement. No other material, such as student complaints or administrative letters of reprimand, may be placed in your personnel file without your first having been shown the material and been given the chance to write a letter in