

## ADJUNCT FACULTY EVALUATION FORM GUIDELINES

1. Department Chair/ Associate Dean or their designee will formally evaluate all adjunct faculty members **each semester** during the Introductory Period of teaching. Introductory Period is comprised of one of the following:
  - Two Academic Year Semesters (e.g. Fall/Spring)
  - Three summer terms (e.g. summer A/summer B)
  - One Academic Year Semester and one summer term
2. Subsequent evaluations of adjunct faculty should occur on an annual cycle after the Introductory Period.
3. Department Chair/ Associate Dean or designee (e.g. program director) should utilize the evaluation form found on the Academic Affairs website. [Adjunct Evaluation Form](#)
4. In order to complete this evaluation, at a minimum the Department Chair/Associate Dean or designee should:
  - Review syllabi utilized for the current semester
  - Review course evaluations- completed using the electronic Campus-wide Course Eval System
  - Complete a classroom observation (insert link) or use alternative source (s) of evidence
5. Department Chair/Associate Dean or designee (e.g. departmental administrative assistant) must maintain a list of adjunct faculty who are in the Introductory Period and monitor that evaluations are completed in a timely fashion.
6. Department Chair/Associate Dean or designee must offer this formal feedback to the adjunct faculty and secure the appropriate signatures are required on the form. If the Chair does not intend to rehire the faculty member, this should be noted and filed with HR.
7. A copy of all evidence/forms must forwarded to HR where it will be filed in the adjunct faculty's personnel file.