

## Directions for Adjunct Faculty Self- Assessment

Adjunct faculty may be asked to complete a Self-Assessment by their Chair/Associate Dean, or Program Director as part of the College's faculty evaluation process. This survey is one of several tools that can be used as part of the overall performance appraisal, and adjunct faculty should consult with their supervisor (chair/program director/associate dean) regarding what methods are needed or preferred. Adjuncts who use the survey should complete it by May 31, 2020. The Adjunct Faculty Self-Assessment tool will appear in your Moodle Dashboard and will be available as of Tuesday, April 21, 2020. We ask that you watch this two minute video tutorial **prior** to entering your data at: [Video Tutorial](#)

1. To access the Adjunct Faculty Self-Assessment Form: Log in to Moodle using your MyNaz username and password.
2. Go to the Course Evaluation block on your user Dashboard and click the CoursEval Portal link.
3. If you have any un-submitted individual surveys, you will be prompted to complete these on the homepage by default.

Note: Please remember to save your information regularly as there is no "auto save" feature. We suggest that you copy and paste your information into the form rather than typing directly into the text boxes. There is a 2,500 word limit per text box.