

Adjunct Faculty Performance Review Procedure

Purpose:

This procedure provides guidelines for the performance evaluation of adjunct faculty teaching in credit and certificate programs not otherwise evaluated by external accreditation requirements. The college desires to provide these adjunct faculty members with guidance directed toward their performance in order to increase accountability, to provide for excellent instruction, and to obtain feedback for improvement, as needed.

Procedure:

Performance reviews are to be conducted by those knowledgeable of the adjunct faculty member's instruction and understanding of the discipline.

1. Administrative performance review by the discipline/program chair or director or designee should:
 - a. Evaluate the performance of all adjunct faculty members during each of the first two semesters the adjunct faculty member teaches, and then a minimum of once a year thereafter.
 - b. Identify persons within the department or program who have knowledge of the program or course to be Observers (Observers may also be the chair/director/designee depending on the discipline/program's needs)
 - c. Have each Observer review the performance items listed on the Adjunct Faculty Observation and Feedback Form.
 - d. Have each adjunct faculty member be observed in physical or virtual classroom. The Observer may or may not provide notification to the adjunct faculty member prior to any classroom observation. After the formal observation, the Observer will complete the Adjunct Faculty Observation and Feedback Form and forward it to the discipline/program chair or director or designee.
 - e. Review the Observer's evaluation of the adjunct faculty member and determine if and where improvements may be needed.
 - f. Obtain student evaluations of the adjunct faculty members for consideration in the Adjunct Faculty Observation and Feedback Form process.
 - g. Chair/Director/Designee will provide the completed Observation and Feedback Form to the adjunct faculty member in person (when possible) and explain any needed improvements.
2. Evaluations by students should:
 - a. Include an opportunity for the students to provide feedback to the adjunct faculty member with the intent of improving the overall learning environment.
 - b. Provide feedback to the adjunct faculty member each term the adjunct faculty member teaches.
 - c. The student feedback form can be provided by the college or by the department.
 - d.

3. Records distribution

- a. The department or program must send a copy of the completed Adjunct Faculty Performance Review to Human Resources.
- b. The adjunct faculty member will be provided a copy of the completed Adjunct Faculty Position Performance Review document.