

Procedures and Expectations for Evaluation of Adjunct Faculty

Expectations and Requirements for Evaluation

- A. Deans/Directors for each school are required to establish adjunct faculty evaluation procedures. Those procedures must include the following elements:
1. Student course evaluations for all academic courses.
 2. Review of at least two of the following elements:
 - i. Syllabi and other course materials
 - ii. Course structure
 - iii. Observations of pedagogic practices
 - iv. Student engagement
 - v. Student learning and assessments
 - vi. Supports provided to assure student success
 - vii. Self-evaluation and areas identified for self-improvement
 3. Deans/associate deans will provide feedback and an opportunity for discussion of the assessment.
 4. The option for the adjunct faculty member to provide a response.
- B. Evaluations must be maintained in the college/school for no less than five (5) years, and copies shall be provided to the Office of the Provost when requested.
- C. Evaluations shall be administered in accordance with the following timelines:
1. New adjunct faculty members shall be evaluated during their first or second semester (fall, spring, or summer, as applicable). If the evaluation is not conducted based upon the individual's first semester, it must be completed based upon their second semester of teaching. This evaluation shall occur whether or not their teaching occurs in consecutive semesters. This evaluation must be completed before the end of the semester immediately following the semester of evaluation (i.e., if evaluated based upon fall, the evaluation must be finalized before the end of the spring semester of that same academic year).
 2. Following their initial evaluation, adjunct faculty members shall be evaluated at least once every three academic years. This evaluation shall occur whether or not the individual teaches in consecutive semesters during the three-year period. If an adjunct faculty member does not teach during the academic year in which they are scheduled for an evaluation, the individual shall be evaluated during the next semester in which they teach.

3. Adjunct faculty members who are employed at the time this policy is enacted shall be evaluated no later than the spring semester of the third academic year in which this policy is effective.
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- D. Adjunct Faculty who teach in more than one college/school must be evaluated by each college/school.
 - E. Adjunct faculty teaching the same course for more than one college/school and who have been evaluated based upon that teaching assignment within the last 3 years may request an exception to a second evaluation within that three-year time period by contacting the LAU administrator of the program in which the second evaluation is forthcoming. Granting of the exception is at the discretion of the LAU administrator.