

ADJUNCT FACULTY SELF-EVALUATION

The Adjunct Faculty Self-Evaluation consists of three parts. Part I-Adjunct Faculty Self-Evaluation – One Year Teaching Goals, Part II- Adjunct Faculty Self-Evaluation, and Part III- Adjunct Faculty Supervisor Evaluation.

Part I-Adjunct Faculty Self-Evaluation – Teaching Goals

Adjunct Faculty will receive a paper copy of Part I along with the website for downloading an electronic copy. In the first step, the adjunct faculty member will be asked to set goals for teaching. These goals should be completed and sent to the Department Chair and the Office of Institutional Research and Effectiveness by the end of the second week of the course.

Part II-Adjunct Faculty Self-Evaluation

Part II of the Adjunct Faculty Self-Evaluation is the adjunct faculty member self evaluation of their teaching goals during the evaluation period. The adjunct faculty member will be emailed a link to the Self-Evaluation Form. The adjunct faculty member should include in this form any additional information he/she feels the Department Chair should have to effectively evaluate his/her teaching. The adjunct faculty member will submit Part II to the Department Chair and the Office of Institutional Research and Effectiveness by the end of the course.

Part III- Adjunct Faculty Supervisor Evaluation

The Department Chair will complete the evaluation of the adjunct faculty member regarding teaching and provide feedback to that instructor. To accomplish this, the Department Chair will be emailed instructions on how to access the Evaluator's Response Form. This form will be accessible at the end of the semester. The form should be completed and a feedback session should be conducted within two weeks after the academic semester has ended. The feedback session can be by telephone, email, or in person and should center on both positive areas of the instructor's performance as well as areas needing improvement.