

AOP-8-1-07-04
ADJUNCT FACULTY EVALUATION PROCESS
(Revised 09/18/13)

The Adjunct Faculty Member Evaluation process is initiated by the faculty member's immediate academic supervisor and consists of an initial evaluation that is conducted immediately following the first course assignment and a year-end evaluation to be conducted for the prior academic year using the online Adjunct Faculty Member Evaluation form. Prospective adjunct faculty members should provide a vitae in the required format prior to initial employment and the vitae is to be updated annually.

Adjunct Faculty members and administrators should note carefully the deadlines.

Initial evaluations are to be performed within one academic term of the completion of the first course assignment and a copy forwarded through intermediate administrators to the college dean within one academic term of the completion of the first course assignment. Annual evaluations must be completed and a copy forwarded through intermediate administrators to the college dean.

The purpose of this plan is to document the competence and effectiveness of adjunct faculty. The elements of the process include:

- 1) the preparation and submission of an updated vitae in the prescribed format (see attached Adjunct Faculty Member Vitae Format) and syllabi for each course taught by each adjunct faculty member to their designated academic supervisor upon completion of the spring semester (or T4 Term) each academic year, but not later than the end of May.
- 2) an initial academic supervisor evaluation to be performed within one academic term after completion of the first course assignment and a year-end evaluation performed annually thereafter using the online Adjunct Faculty Member Evaluation form, material listed in item 1 above, and student/instructor course evaluations;
- 3) a conference, conducted electronically or face to face, between the designated academic supervisor and the adjunct faculty member in which the supervisor provides direct feedback of performance to the adjunct faculty member, including specific recommendations;
- 4) All evaluation materials should be submitted electronically to the appropriate dean to be reviewed and placed in the adjunct faculty member's permanent file.

This evaluation process is to be supported with a student course evaluation to be performed in the initial course assignment and in a minimum of one class per academic year for continuing adjuncts. In addition, it is recommended that supervisors review course shells, tests, and monitor classroom activity.

APPROVED BY ACADEMIC STEERING COMMITTEE, AUG 1, 2007, Revised 09/18/13

OPR: DR. LEE VARDAMAN

ADJUNCT FACULTY MEMBER EVALUATION VITAE FORMAT
(Submitted Upon Employment and Annually Updated)

VITAE to be provided to the designated academic supervisor upon initial employment and updated annually after completion of the spring semester (or T4 Term), but not later than the end of May each academic year Annual Vitae updates need only list the achievements within the preceding academic year.

I. Name:

II. Address:

 Phone Number(s):

 Email Address(es):

III. Educational Background (degrees, institutions, dates, areas of specialization) Listed in reverse chronology:

IV. Certifications/Licenses Held:

V. Employment Record (inclusive from date of undergraduate degree):

VI. Experience in Professional Occupation:

VII. Professional Meetings Attended (organization and dates):

VIII. Development Growth Activities Related to Profession:

IX. Continuing Education Related to Profession (courses, organization(s) and dates):

X. Teaching Experience (courses, level of courses, institution(s), dates):

XI. Professional Development/Growth Activities Related to Teaching:

XII. Professional Memberships (indicate offices held):

XIII. Professional Publications (for each – authors, title, journal, volume, pages, and date; indicate if peer reviewed) :

XIV. Professional Presentations/Papers (organization, dates, and presentations made – indicate all authors, presenters, and if presentations were peer reviewed):

XV. Professional Meetings Attended (no presentation/papers):

XVI. Other Research/Consulting Activities (organization, activity, and dates):

XVII. Recognition and Honors:

XVIII. Professionally Related Community Activities:

