

ADJUNCT TEACHING FACULTY EVALUATION FORM

Faculty Name:

Evaluation Period:

Department/Program of Assignment:

Course Prefix	Course Number	Course Title	Overall Instructor Score	Number of Students

Attach summaries of student evaluations of the course and instructor. The faculty member may also submit course syllabi distributed to students and other materials as part of the evaluation process. *Adjunct faculty members are not expected to engage in service or professional contributions. However, if the faculty member chooses to provide evidence of professional contributions or of service to the department, college, or university, this may be included as part of the evaluation. Criteria for the evaluation of teaching are on page two of this form.

Summary of the students' evaluation of the course and instructor (please address survey results for items 2.1 through 3.7 and the overall nature of student comments):

Summary of any additional evidence provided by the faculty member (e.g., course syllabus, evidence of service or of professional contributions):

Overall Ratings:

Categories	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory	NI
Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Professional Contributions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Adjunct faculty members are not required to be engaged in service or professional contributions

NI = No information or evidence available.

Comments:

ADJUNCT TEACHING FACULTY EVALUATION FORM

If the faculty member wishes to discuss any aspects of the evaluation, he/she should make an appointment with the evaluator no later than _____ (date).

Signature of Evaluator/Rater _____ Date

Printed Name

Signature of Employee: _____ Date

Printed Name _____

A copy of this evaluation will be retained in the department office. The retained copy will include an attached "email read receipt" to show that the evaluated faculty member received the evaluation.

Evaluations of adjunct faculty are completed annually at the end of the teaching assignment. Evaluation is either the end of the academic year or if employed only one semester, at the end of that semester.

Please send the completed evaluation form to the faculty member electronically, copy to yourself and use the tag of "read receipt."

Keep a copy in the faculty member's file.

Criteria for Evaluation of Adjunct Faculty Teaching

1. The instructor uses course materials relevant to the subject matter of the class.
2. Course requirements (tests and other work required of students) are relevant to the content of the course.
3. Grading standards are clearly stated in the syllabus.
4. The course demands are challenging.
5. Students report learning a great deal in the course.
6. The instructor is well-prepared for class meetings.
7. The instructor makes course requirements clear.
8. The instructor presents material in an organized manner.
9. The instructor encourages students to think in-depth about the subject matter.
10. The instructor encourages student participation in the class.
11. The instructor is accessible outside of the classroom.
12. The instructor provides useful feedback on student performance.