

Evaluation of Adjunct Instruction

The following evaluation process and statements refer to the evaluation of adjunct instructors.

1. The evaluation process shall be coordinated by the dean of outreach and workforce development, the director of nursing, and the appropriate division chair.
2. Evaluation schedule: All adjunct instructors will be evaluated annually.
3. The evaluation process shall consist of the following steps:
 - a. All adjunct instructors will complete an annual self-evaluation. (Form A)
 - b. Each semester students will complete student evaluations. (Form B)
 - c. The appropriate administrator will conduct an annual evaluation of the adjunct instructor. (Form C)
 - d. Self-evaluations will be submitted to the appropriate administrator and forwarded to the chief academic officer for review and filing in the adjunct instructor's personnel file.
 - e. Student evaluations will be returned to the appropriate administrator, tallied, and forwarded to the chief academic officer for review and filing in the adjunct instructor's personnel file. Tabulated results of student surveys will be returned to the adjunct instructor.
 - f. Administrative evaluations will be discussed with adjunct instructor, signed by both, and forwarded to the chief academic officer for review and filing in the adjunct instructor's personnel file. A copy of the evaluation will be provided to the adjunct instructor.
 - g. The appropriate administrator and the instructor will discuss steps that can be taken by the instructor to improve instruction. These steps may include:
 - (1) Evaluation of objectives and syllabi for courses;
 - (2) Observation of instructional techniques of colleagues;
 - (3) Appropriate college or university coursework;
 - (4) Conferences with appropriate administrator;
 - (5) In-service workshops;
 - (6) Consultations with media specialists;
 - (7) Consultations with colleagues; and/or,
 - (8) Other steps worked out with the dean of outreach and workforce development or appropriate administrator.
 - h. In the event an instructional employee receives an administrative notification of unacceptable performance, the employee may request a hearing by the evaluation review committee.

Adopted:

Revised: 8/15/00