Evaluation of **Adjunct Part-Time** Faculty

Policy Statement

The purpose of faculty evaluation is to identify strengths as well as areas for professional growth. For that reason, adjunct faculty shall be evaluated at least annually by the Department Chair/Unit Head or designee.

Entities Affected by the Policy

- Colleges
- Departments/Units
- Faculty

Procedures

A department-approved student opinion of instruction questionnaire shall be administered for each adjunct faculty member in at least one class during each semester of employment. Part-time instructors shall have the IDEA or other systematic student opinion questionnaire administered in at least one half the courses they teach each semester. Those teaching multiple three or more sections courses will have this questionnaire administered in two separate courses unless they are teaching multiple all sections of the same course. Those who teach only in the summer will be evaluated during the summer session.

In addition to the student opinion questionnaire, Based on department-approved criteria/standards, Departments will also consider other materials relevant to the workload assignment. Such materials may include, but are not limited to, course syllabi, sample assignments, examinations, grade distributions, and peer observations. and the department’s other systematic method of evaluating teaching, each part-time faculty member will submit the following for each course: examinations, sample of instructional/assignment activities, and a course syllabus.

The evaluator will The Department Chair will examine these materials and the course grade distributions and will provide necessary feedback to the adjunct part-time faculty member as well as the Department Chair/Unit Head, if different from the evaluator.

Definitions

**Adjunct Faculty**

Adjunct faculty are faculty employed part-time by the University primarily for instruction. Adjunct faculty may include, but are not limited to, persons in the Retirement Transition Program, facilitators for online courses, dual credit instructors, and administrators or staff.
Interpreting Authority

Senior Vice President for Academics and Provost

Policy Adoption Review and Approval

**Policy Revised**

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**Policy Issued**

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<td>August 10, 1991</td>
<td>Board of Regents</td>
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*Adopted as part of the Part-Time Faculty policy and procedures.