

Title : Procedures for Adjunct Faculty Evaluations
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Adjunct Faculty Evaluations:

The primary purpose of adjunct faculty evaluations shall be to continually improve the instructional effectiveness of faculty.

The institution will evaluate faculty at least once during their first year of instruction. Returning faculty evaluations will be conducted regularly once every three years or more frequently as appropriate. Evaluations may be conducted by the Dean, Division Chair, or suitable designee. Faculty evaluations will include a classroom observation component with the exception of Web courses.

Evaluations shall identify noted strengths and areas suggested for improvement. Prior to filing the evaluation in the personnel file, faculty shall review the evaluation and have the opportunity to include written comments or observations. The faculty, as well as the evaluator, shall sign and date the evaluation. A copy of the evaluation will be given to the faculty.

Student Evaluations of Faculty:

Student evaluations, conducted through the Learning Evaluation Management System (LEMS), of faculty shall be completed electronically each semester within the appropriate time frame. When deemed necessary, or upon request of a faculty member and approved by the appropriate Dean, additional evaluations may be conducted. Evaluations are stored electronically and available for review.

