

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 appropriate dean, director, or designated faculty will evaluate new adjunct faculty at least once during their first year of instruction. Returning faculty will be evaluated once every three years or more frequently, as appropriate. Faculty evaluations will include a classroom observation or evaluation of online course materials.

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 a written response. 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 Surveys of Instruction:

Student surveys of instruction shall be completed each semester within the appropriate time frame. Faculty will have access to student surveys of instruction upon submission of final grades.

