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Chapter 6, Faculty Appointments and Evaluation

Section 14, Evaluation of Adjunct Faculty

Approval Authority: Board of Regents

Responsible Executive: Senior Vice President for Academics and  
Provost

Responsible Office(s): Office of Academic Affairs, Colleges,  
Departments

Effective: June 20, 2016 Issued: August 10, 1991

Last Revised: June 20, 2016 Next Review Date: Fall 2021

## Evaluation of Adjunct 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. Those teaching multiple courses will have this questionnaire administered in two separate courses unless they are teaching multiple sections of the same course. Those who teach only in the summer will be evaluated during the summer session.

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. .

The evaluator will provide feedback to the adjunct faculty member as well as the Department Chair/Unit Head, if different from the evaluator.

The adjunct faculty member may submit a written response regarding the feedback to the Department Chair/Unit Head within five (5) calendar days of receipt of the feedback, with a copy to the evaluator, if different from the Department Chair/Unit Head.

### 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

<u>Date</u>	<u>Entity</u>	<u>Action</u>
<b>June 20, 2016</b>	<b>Board of Regents</b>	<b>Adopted</b>
May 23, 2016	President Benson	Approved
May 4, 2016	Provost Council	Approved
April 4, 2016	Faculty Senate	Approved
Unknown	Unknown	

### Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
<b>August 10, 1991</b>	<b>Board of Regents</b>	<b>Adopted*</b>

\*Adopted as part of the Part-Time Faculty policy and procedures.