



## Eastern Kentucky University Policy and Regulation Library

### 4.6.14

Volume 4, Academic Affairs  
Chapter 6, Faculty Appointments and Evaluation  
Section 14, Evaluation of Adjunct Faculty  
**Approval Authority:** Board of Regents  
**Responsible Executive:** Provost  
**Responsible Office(s):** Provost, Deans, Departments  
**Effective:** June 18, 2019  
**Last Revised:** June 20, 2016  
**Issued:** August 10, 1991  
**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

- Adjunct Faculty
- Departments
- Colleges

### Procedures

The university-sanctioned student opinion of instruction survey shall be administered for each adjunct faculty member during each semester of employment. Those who teach only in the summer will be evaluated during the summer session. In addition, Departments may apply a second systematic method of assessing teaching performance for adjunct faculty. (This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in Department policy.)

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**

Executive Vice President for Academic Affairs and Provost

**Review and Approval**

**Policy Revised**

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
June 18, 2019	Board of Regents	Adopted revised language regarding student opinion of instruction
June 20, 2016	Board of Regents	Adopted
May 23, 2016	President Benson	Approved
May 4, 2016	Provost Council	Approved
April 4, 2016	Faculty Senate	Approved

**Policy Issued**

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
August 10, 1991	Board of Regents	Adopted as part of the Part-Time Faculty Policy and Procedures