

Adjunct Faculty Evaluation
College of Charleston,
University of Charleston, South Carolina
Department of Teacher Education
School of Education, Health and Human Performance

Policy: All active teaching adjuncts will be evaluated once a year. The methods of evaluation of adjunct faculty must include syllabi review and student opinion questionnaires. When student opinion questionnaires indicate areas of concerns, department chairs or their designee will conference with the adjunct faculty and/or observe the adjunct's teaching and follow-up with a conference. Should there be serious concerns about the adjunct faculty's teaching; the adjunct will not be rehired. The annual evaluation must include all the courses taught by the adjunct faculty member during the performance period. The chair of the department or their designee will provide the adjunct with a written copy of the evaluation and will keep a copy of the student opinion questionnaires in the department files.

Procedures for Implementing Adjunct Faculty Evaluations

1. Adjunct faculty who have taught a course for the duration of an academic semester shall be evaluated annually at the same time as regular faculty are evaluated.
2. In cases in which the adjunct is employed by more than one unit at the College of Charleston, each unit in which (s)he is employed will complete an evaluation.
3. The adjunct faculty member's department chair or designee will prepare a written evaluation utilizing the accompanying form. Evaluators may use course syllabi, classroom observations, assignments, interviews, and any other materials deemed necessary to evaluate the first set of criteria.
4. The second set of criteria will come from student course evaluations and does not include all items.
5. Adjuncts should be notified of their evaluation so that they can review them.
6. Evaluations should have the reviewer(s) names on the first page.
7. Adjunct performance evaluations should be signed by the department chair, Adjunct Faculty member, and dean.
8. A good faith effort should be made to obtain the adjunct's signature on the evaluation as an acknowledgement of receipt. It is strongly recommended to document this effort, particularly in cases where the unit is unable to secure the adjunct's signature.
9. The original evaluation signed by all appropriate parties should be retained in the adjunct's file.
10. If the evaluation reveals a performance deficiency, several remedial procedures may occur. Appropriate means of addressing the deficiencies may include, but are not limited to:
 - a. Counseling by a supervisor;
 - b. Assistance on specific criteria referenced in the evaluation; and/or
 - c. Required attendance at workshops or other applicable training sessions to improve performance;
11. Sufficient deficiencies or poor performance evaluation can result in termination of employment.

Adjunct Faculty Evaluation

Department of Teacher Education

Fall 2014 Spring _____

Supervising department chairs, program coordinators, and/or program leads or representatives of these groups, who are tenured-roster faculty, should complete this form for each adjunct faculty member who taught at least one course during an academic semester. Indicate the semester above. Evaluations should be done every semester an adjunct is employed to teach in TEDU.

Adjunct Faculty Member: _____

Reviewer: _____ Reviewer: _____ Reviewer: _____

Courses Taught in the Semester Indicated Above

Prefix/Number	Course Title	Enrollment

Please evaluate the faculty member using the criteria below in the left column. The first set of criteria may be evaluated using course syllabi, classroom observations, assignments, and discussions. The second set of criteria in the table should be data collected from the College of Charleston student evaluations.

Evaluation Criteria	Exceptional Professional Performance	High Professional Competence	Demonstrates Professional Competence	Not Meeting Threshold
Faculty member clearly conveys goals, objectives, and standards, and utilizes high quality materials.				
Faculty member models effective teaching, and actively involves students in learning experiences as appropriate.				
Faculty member assesses student performance with appropriate materials.				
Faculty member demonstrates careful and purposeful reflection on their teaching.				
Course materials were well prepared and carefully explained.				
Assignments, tests, and written work in the course reflected the content and emphasis of the course.				
Methods used for evaluating student work were fair and appropriate.				
I found this course intellectually challenging and stimulating.				
The instructor showed interest in the learning and development of students.				
Overall, this instructor is an effective teacher.				
Overall, this is a good course.				

Comments by Reviewer or Committee:

Students noted:

Suggestions:

Rating:

The following signatures indicate that Chair has forwarded the evaluation to the Adjunct Faculty member and has given the Adjunct Faculty member an opportunity to respond. One copy to Adjunct Faculty member, one copy to Department Chair, and one copy to Dean.

Adjunct Faculty Member Signature

Date

Reviewer one

Reviewer two

Department Chair Signature

Date

Dean Signature

Date