

## Evaluation of Adjunct Faculty

The College of Education and P-16 Integration will use the following strategies for the mentoring and professional development of adjunct faculty and for the purpose of evaluation and recommendations for reappointment.

Together with course assignments, the Department Chair will provide each adjunct with documentation stating the obligations and expectations for the job, as well as, the ethical behavior that should be observed both in and out of the classroom in his/her interaction with students.

Adjuncts teaching courses with multiple sections will be supervised and mentored by the course leader. Adjuncts will align their syllabus, textbook selection, assignments, formative and summative assessments, and any other type of evaluations with the course leader to ensure alignment of these activities with the Student Learning Outcomes and consistency across all the sections offered. Any program key assessments or course-level key assessments housed in the course must be administered and scored by the adjunct. Regular meetings with the course leader and any associated committees are expected, as is participation in processes associated with the course.

Adjuncts teaching courses that are not part of a multi-section course will be assigned a faculty mentor to ensure continuity with the current offering and past/future offerings, and for the purpose of regular consultation and guidance on matters related to the course prerequisites, syllabus, class presentations, assignments, assessments and how these are aligned to the Student Learning Outcomes and program expectations.

Each adjunct should have at least one peer observation during the semester; but will increase in number if shortcomings are identified. The peer observation is done by a full-time faculty member designated by the Department Chair. The faculty peer evaluator and the mentor of the adjunct faculty will have a follow-up meeting with the adjunct where they will provide recommendations for improvement and address any issue noted during the peer evaluation.

Adjuncts are eligible for participation in professional development opportunities offered by the department, college, and university.

To be considered for reappointment, Department chairs will review the adjunct's course evaluations and peer evaluations as well as feedback provided by the adjunct's mentor/course leader.

For the purpose of evaluation and potential for reappointment, adjuncts will submit the following documentation to the Chair/Director or his/her designee at the end of each semester by a deadline set by the Department Chair:

- a) Peer observation reports, documentation of follow-up discussions, and actions taken to address any shortcoming identified during the classroom observation.
- b) Tables summarizing student evaluations and grade distribution per class.  
Samples of exams, quizzes, lectures and any other material deemed appropriate for the purposes of evaluation.
- c) Documentation of professional development sessions attended.

A file with the results of the peer observations, the notes from the follow-up meetings, summary of course evaluations, and the evaluation of each adjunct will be kept in the departmental records.

The primary responsibility of adjuncts employed as field supervisors is to ensure clinical (student) teachers have a positive and successful clinical teaching experience. Because the clinical (student) teachers are placed in campuses throughout the valley, field supervisors do not have a permanent classroom throughout the semester nor do they have the an established meeting day and time. Due to the scope of the job, part-time lecturers employed in the capacity of field supervisor will be evaluated by the clinical (student) teacher at the end of the clinical teaching program and do not need to have peer observations. The field supervisors' evaluations will be reviewed by the Director of the Office of Educator Preparation and Accountability and will be communicated to the Chair of the Teaching and Learning department.

The final decision for appointment/reappointment of an adjunct rests with the Department Chair.