



SPECIFIC CRITERIA FOR THE EVALUATION OF ADJUNCT FACULTY DOSSIER

Overview

Annual Evaluations and Reappointment of Adjunct Faculty are all part of the review process. Adjunct faculty will be reviewed by the Director of the School of Music with input from Program Coordinator. The Program Coordinator will review the materials first and provide assessment to the Director of the School of Music. The Director of the School of Music is responsible for summative recommendations.

The guiding principle with respect to teaching and service, if applicable, should be that of seamless progress in the professional stature of the individual. The Adjunct Faculty Dossier should include the following documentation, and should be turned in to the Director of the School of Music in accordance with the Pathways for Review Deadlines (*during the January date when first-year faculty submit*):

A. NARRATIVE SUMMARY AND REFLECTION OF TEACHING

- I. Please list the courses taught in this semester or academic year.
- II. What are your reflections on course evaluations for each course?
- III. What are the challenges in teaching this semester or academic year?
- IV. What were your accomplishments in teaching this semester or academic year?
- V. Discuss service to the School of Music, College, or University if applicable.

B. ADDITIONAL DOCUMENTS TO BE INCLUDED IN DOSSIER

- I. Vita or resume
- II. Syllabi
- III. Teaching Evaluations year-to-date
- IV. Peer observation of Teaching
- V. All previous year's summative recommendations of the Program Coordinator
- VI. All previous year's summative recommendations of the Director of School of Music