

College of Science Guidelines for Adjunct Evaluation

March 4, 2020

The College of Sciences will use the following strategies for mentoring and professional development of adjunct faculty and for the purpose of evaluation and recommendations for reappointment.

Together with course assignments, the Department Chair/School Director will provide each adjunct with documentation stating the obligations and expectations for the job, as well as, the ethical behavior

<https://www.utrgv.edu/compliance/files/documents/utrgv-standards-of-conduct-guide.pdf> 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/mentored by the course coordinator. Adjuncts will coordinate their syllabus, text book selection, assignments, formative and summative assessments, and any other type of evaluations with the course supervisor to ensure alignment of these activities with the Student Learning Outcomes, assessments, and consistency across all the sections offered. Regular meetings with the course coordinators 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.

Each adjunct should have at least one classroom observation during the semester; but that will increase in number if shortcomings are identified. The class observation is done by a full-time faculty member designated by the Department Chair/School Director. The faculty peer evaluator 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 in teaching offered by the university.

To be considered for reappointment, adjuncts will be evaluated by the Department Chair/School Director. No adjunct may be reappointed for a subsequent semester without a satisfactory evaluation on file for the most recent semester in which they taught.

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 Chair/Director:

- a) Classroom 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 classroom observations, the notes from the follow-up meetings, and the evaluation of each adjunct will be kept in the departmental records.

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