



## **Department of Criminal Justice**

### **Adjunct Faculty Review Process**

The Department of Criminal Justice will use the following review process 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 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 will be supervised/mentored by the department's Undergraduate Programs Committee. Adjuncts will coordinate their syllabus, textbook selection, assignments, formative and summative assessments, and any other type of evaluations with the chair of this department committee to ensure alignment of these activities with the Student Learning Outcomes and consistency as developed by the department.

Adjuncts teaching courses each term will be assigned a faculty mentor (from the Undergraduate Programs Committee) 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 will increase in number if shortcomings are identified. The class observation is done by a full-time faculty member and serving on the Undergraduate Programs Committee. 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 university.

To be considered for reappointment, adjuncts will be evaluated by the Department Chair.

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

1. Classroom observation reports, documentation of follow-up discussions, and actions taken to address any shortcoming identified during the classroom observation.
2. Tables summarizing student evaluations and grade distribution per class.
3. Samples of exams, quizzes, lectures and any other material deemed appropriate for the purposes of evaluation.
4. 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 Department Chair.

The methods of evaluation of adjunct faculty in the Department of Criminal Justice includes the following:

- syllabi review (at the beginning of each academic term)
- review of most recent student evaluations
- review of compliance with all UTRGV faculty training
- review of compliance with uploading of syllabi to FPT
- review of interactions with chair and office administrator(s)

This review process will occur each academic term. Successful reviews will facilitate the rehiring of an adjunct for an additional term. A negative review will result in one or more of the following:

- If issues are found in a course syllabus, detailed corrections/suggestion are given in writing to the adjunct with a short timeline for resubmission to chair for successful review. Continued issues will place the adjunct on a list to not be rehired
- When student opinion questionnaires indicate areas of concerns, the department chair or their designee will meet with the adjunct faculty and/or observe the adjunct's teaching and then follow-up with another meeting. Continued issues will place the adjunct on a list to not be rehired
- Habitual delaying of training completion at UTRGV will place the adjunct on a list to not be rehired
- Habitual delaying of uploading their course syllabus to FPT will place the adjunct on a list to not be rehired
- Habitual negative interactions with chair or office administrator(s) will place the adjunct on a list to not be rehired