

The Department of Organization and School Leadership Evaluation of Adjunct (Part-time) Faculty

Policy statement

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

Together with course assignments, the Department Chair will provide each Adjunct (Part-time) faculty with documentation stating the obligations and expectations for the job. Adjunct faculty will adhere to ethical behaviors as per the Texas Educators' Code of Ethics.

All Adjunct faculty teaching courses within both academic programs the Educational Leadership (Principal Certification) and Superintendent Certification will be mentored by the Program Coordinator and Course Mentor and observed by the Department Chair. In consultation with the Program Coordinator, Adjunct Faculty will review the course syllabus, textbooks, assignments, formative and end-of-course 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 faculty. If needed, Adjunct faculty meetings with the Program Coordinator, or Department Chair, or Curriculum Committee is expected, for revision of course material.

All Adjunct faculty will have at least one peer observation per academic year; however, additional coaching will be provided as needed. The peer observation will be performed by the Department Chair or Program Coordinator, depending on the academic program. Peer observations will be shared with the Adjunct faculty member, and follow up can be conducted face-to-face, video conferences, or emails. All Adjunct faculty are eligible for participation in professional development opportunities offered by the department, college, and university.

To be considered for reappointment, the Department Chair will review the Adjunct faculty's course evaluations, peer observations, as well as feedback provided by the Program Coordinator.

Documentation Required via Tk20

- Important - All Adjunct faculty are required by the department to submit student dispositions and key assessment documentation into Tk20. The department will offer support for this process through professional development and assistance for document upload.