



Procedures for Evaluation of Adjunct Faculty

New adjunct faculty will be evaluated at the end of their first semester by the academic unit to which they are assigned. Adjunct faculty will be evaluated at the end of each calendar year by the academic unit chairperson to which they are assigned.

Classroom Observation

Adjunct faculty teaching for the first time at MiSU will be required to have a full-time faculty member or academic unit chairperson observe their teaching (campus or online (a)synchronous) in an assigned course during their first semester of hire. For an online course, the full-time faculty member or academic unit chairperson will review the course shell, including discussions, assignments, communications, etc.

- Adjunct faculty must be informed of the observation visit at least two weeks prior to the scheduled observation. It is recommended but not required that the scheduling of the classroom observation date be set in consultation with the adjunct faculty member.

The academic unit will maintain documentation of the adjunct faculty's evaluation, including:

- Written evaluation(s)
- SPLs evaluation summary sheet(s).

Academic units will use the evaluations to assist in determining if an adjunct faculty will be issued an adjunct contract in subsequent semesters.

Adjunct Faculty Teaching Evaluation

Faculty member name: _____ Academic Unit: _____

Chairperson's name: _____ Year of evaluation: _____

Courses taught during the past year:

Number/Title/Semester _____

Number/Title/Semester _____

Number/Title/Semester _____

Additional courses/Semester _____

Please respond to the statements below. Comments are optional.

Teaching	Yes	No
Assignments and/or tests are reflective of course objectives. Comments:		
Student Perception of Learning evaluations are favorable. Comments:		
The course(s) demand(s) an appropriate level of intellectual rigor for students. Comments:		
Grading criteria are clear. Comments:		
Adjunct is available to students for questions and other issues pertaining to the course. Comments:		
Adjunct behaves in a professional manner toward students and colleagues, follows university policies, and meets administrative deadlines. Comments:		
Adjunct's overall performance is satisfactory. Comments:		

Chair's Additional Comments:

Faculty Member Additional Comments:

Faculty member signature _____ Date: _____

Chairperson signature _____ Date: _____