**Eastern Kentucky University**

**Adjunct/Part-Time Faculty Evaluation**

**Form to support Academic Regulation** [**4.6.14: Evaluation of Adjunct Faculty**](https://policies.eku.edu/sites/policies.eku.edu/files/policies/4.6.14acr_evaluation_of_adjuct_faculty_0.pdf)

Instructions for Department Chairs/Unit Heads:

*Complete this form for each adjunct faculty[[1]](#footnote-1) member who taught at least one course during the academic year and at least once per academic year. Adjunct Faculty evaluations should be completed no later than 30 days following the instructional term under review.*

*Evaluation materials must include the “university-sanctioned student opinion of instruction,” as well as other materials relevant to the workload assignment[[2]](#footnote-2). Other materials “may include, but are not limited to, course syllabi, sample assignments, examinations, grade distributions, and peer observations.”*

Adjunct Faculty Member:

Date:

Department Chair/Unit Head:

Reviewer[[3]](#footnote-3):

 Courses Taught during the Evaluation Term

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course Prefix and Number and Term | Course Title | Overall Instructor Rating | Overall Course Rating | Enrollment Total | Course Modality | Course Type | Additional Notes |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Please rate the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceptional | Exceeds Requirements | Satisfactory | Needs Improvement | Unsatisfactory |
| Instructor subject matter expertise. |  |   |  |  |  |
| Organization of course syllabi and inclusion of required and appropriate content and objectives. |  |  |  |  |  |
| Organization of the course(s) and preparedness of the instructor. |  |  |  |  |  |
| Delivery of the course(s) (teaching method/s, strategies, clarity).  |  |  |  |  |  |
| Communication of course content in the appropriate modality. |  |  |  |  |  |
| Presentation of grading criteria on syllabi and delivery of timely feedback and grades. |  |  |  |  |  |
| Adherence to university policies and support for the university mission. |  |  |  |  |  |

Additional reviewer comments, including recognition of teaching-related professional development:

For items marked “Needs Improvement” and “Unsatisfactory,” describe an improvement plan:

Chair/Unit Head: Confirm that an up-to-date, official transcript and CV for the Adjunct Faculty members are filed in the personnel record.

# We acknowledge that we have reviewed and discussed this evaluation.

# Chair/Unit Head Name, Signature, and Date

# Adjunct Faculty Name, Signature, and Date

The adjunct faculty member may submit a written response regarding the feedback to the Department Chair/Unit Head within five (5) calendar days of receipt of the feedback, with a copy to the evaluator, if different from the Department Chair/Unit Head.

Signed copies to: Adjunct Faculty, College Faculty File

1. From 4.6.13ACR: Adjunct Faculty Appointments. “Adjunct faculty are faculty employed part-time by the University primarily for instruction… Adjunct faculty are part-time faculty members hired to teach specific courses; supervise practicums, clinicals, or field experiences; work on grants or contracts; or serve in other academic capacities based solely on the needs of the University.” [↑](#footnote-ref-1)
2. From SACSCOC 6.3: "Student course evaluations, when used in isolation, are often deemed to be insufficient as a means of faculty evaluation." [↑](#footnote-ref-2)
3. If different from Department Chair/Unit Head. Appropriate reviewers include full-time faculty and academic administrators. [↑](#footnote-ref-3)