

## **Adjunct Faculty Evaluation Process**

### **Observation**

The Department Chair, the Department Chair's designee of a tenured faculty member in the same department, Director of Correctional Education or the Dean of Instruction may conduct the teaching observation.

A Teaching Observation form will be used to complete the observation.

The completed observation form will be signed by the adjunct faculty member, the observer and the Department Chair (if not the observer) or Director of Correctional Education. The form will be forwarded to the Dean of Instruction's office.

### **Student Evaluation**

The Student Evaluation form will be used to complete the student evaluation.

The completed Student Evaluation form will be reviewed by the Department Chair or Director of Correctional Education, adjunct faculty member and the Dean of Instruction.

Student Evaluation forms are stored in the Dean of Instruction's office for two years.

### **Written Evaluation**

The adjunct Faculty Evaluation form will be used for the written evaluation.

The form will be completed by the Department Chair or Director of Correctional Education, signed by the adjunct faculty member, and reviewed and signed by the Dean of Instruction. The completed written evaluation will be forwarded to the Human Resources office to be stored in the employee file.