

College of Education & Human Development

Adjunct Faculty Evaluation

Approved: Summer 2022

Created: Spring 2022

Next Scheduled Review: Spring 2025

Guideline Statement

This guideline establishes a timeline and steps in completing the evaluation of adjunct faculty. It outlines the Department Chair, Full-Time Faculty member, and Adjunct Faculty member responsibilities in the process.

The Adjunct Faculty member will be evaluated during their first semester of appointment and at other times as deemed necessary by the Department Chair.

Guideline

This Guideline supplements A&M-San Antonio Rule 12.01.01.01 *Requirements for Implementing Tenure*.

Guideline

1. Department Chair
 - 1.1 Assign and notify a full-time faculty member to conduct a teaching observation during the first semester of appointment.
 - 1.2 Collect the Adjunct Faculty Evaluation Form from the full-time faculty member no later than the halfway through their teaching term.
 - 1.3 Review the completed Adjunct Faculty Evaluation Form and add any additional comments deemed necessary.
 - 1.4 Send an electronic copy of the completed Adjunct Faculty Evaluation Form to the adjunct faculty before the last week of their assigned teaching term.
 - 1.5 At the request of the adjunct faculty member, schedule an individual meeting to discuss the observation.
2. Full-time Faculty Member

- 2.1 Observe the adjunct faculty member once assigned by the Department Chair.
 - 2.2 Complete the Adjunct Evaluation Form including any comments and/or recommendations.
 - 2.3 Email the completed Adjunct Evaluation Form to the Department Chair within 10 calendar days of completion of the observation.
3. Adjunct Faculty Member
 - 3.1 Send a copy of the course syllabus once requested by full-time faculty member.
 - 3.2 Request a meeting with the Department Chair once received a copy of the Adjunct Evaluation Form if desired.

Definitions (if needed)

Related Statutes, Policies, or Requirements (if applicable)

A&M-San Antonio Rule 12.01.01.01 *Requirements for Implementing Tenure,*

Appendices (if applicable)

Adjunct Faculty Evaluation Form