

F2.08I Adjunct Faculty Semester Review Instructions

I. Instruction

a. Student Evaluation

Student evaluation scores from CSS must average 4.0 (80%) for the semester. Faculty not meeting the 4.0 (80%) requirement will need to submit a Professional Improvement Plan.

b. Supervisor Evaluation

All faculty begin with a rating of meets expectations. Provide evidence in each category to support increasing rating. Evidence for increasing rating includes duties, innovations etc., outside normal expectations in each area.

i. Instructional Alignment

ii. Course Revision

iii. Teaching Aids

II. Program/Institute

All faculty begin with a rating of meets expectations. Provide evidence in each category to support increasing rating.

a. Professional Credentials

If required to teach licenses, registrations, and certifications must be current to receive a meets expectations rating.

b. Student Retention

Evidence includes appropriate use Blackboard gradebook and Starfish, participation in mentoring program, tutoring or supplemental instruction, and being accessible to students.

c. Professional Image

Evidence includes engaging in professional behavior, wearing appropriate work attire and maintaining work spaces conducive to learning.

d. Safety

Evidence includes working safely and abiding by industry and Institute standards for health and safety. A no rating on this item requires a Professional Improvement Plan.

F2.08I / Adjunct Faculty Semester Review

Evaluation Period: Thru
T#: **Name:**
Date of Employment:
Rank: **Tenure:** YES NO
Program: **Department:**

I. Instruction

A. Student Evaluation

Number	Rating
5 – Texts/supporting materials consistent with objectives stated in the syllabus	
22 – Is available for help and advice	
24 – Is reliable in meeting class	
25 – Return graded tests & papers within a reasonable length of time	
30 – Overall rating of this instructor	

Faculty Comments:

Supervisor Comments:

B. Supervisor Evaluation

1. Instructs in alignment with approved course syllabus which includes appropriate objectives, grade scale and class assignments suitable to the objectives.

Faculty comment:

Supervisor's justification for rating:

2. Makes appropriate instructional revisions, which reflect new advances in the field concerning the course materials.

Faculty comment:

Supervisor's justification for rating:

3. Use and introduce teaching aids to increase student learning; i.e. games, computer assisted learning, learning packets, flipped classroom, active learning, case studies, guest lecturer, and external learning experiences.

Faculty comment:

Supervisor's justification for rating:

II. Dfc[fUa #nstitute

Meets the needs of the program/discipline in which they teach:

% Maintains current professional license, certification or registration, if required.

YES NO N/A

2. Engages in student retention strategies; i.e. appropriate use of learning management system, early warning system, mentoring, tutoring or supplemental instruction, accessible to students, and class attendance policies.

Faculty comment:

Supervisor's justification for rating:

3. Promotes a professional image of self and LIT; i.e. engages in professional behavior, appropriate attire, and professional appearance of work spaces.

Faculty comment:

Supervisor's justification for rating:

4. Performs work safely and abides by industry safety standards as appropriate.

YES NO N/A

("No" requires a Professional Improvement Plan)

Faculty Annual Review Summary

Instruction/ Student Evaluation
Average Rating for Student Evaluation #5 – Texts/supporting materials consistent with objectives stated in the syllabus.
Instruction/ Student Evaluation
Average Rating for Student Evaluation #22 – Is available for help and advice
Instruction/ Student Evaluation
Average Rating for Student Evaluation #24 – Is reliable in meeting class
Instruction/ Student Evaluation
Average Rating for Student Evaluation #25 – Return graded tests & papers within a reasonable length of time
Instruction/ Student Evaluation
Average Rating for Student Evaluation #30 – Overall rating of this instructor.
Instruction/ Student Evaluation: Average of scores
Instruction/ Supervisor #1: Instructs in alignment with approved course syllabus
Instruction/ Supervisor #2: Makes appropriate instructional revisions
Instruction/ Supervisor #3: Use and introduce teaching aids to increase student learning
Institute #2: Engages in student retention strategies
Institute #3: Promotes a professional image
OVERALL RATING

Maintains current professional license, certification or registration, if required.	YES	NO	N/A
Performs work safely and abides by industry safety standards as appropriate.	YES	NO	N/A

Faculty Member Comments:

Program Director/Lead Faculty Comments:

Department Chair Comments:

Dean of Instruction Comments:

Vice President of Student Success Comments:

Statement of Adjunct Faculty Member:

I have completed my portion of this Adjunct Faculty Semester Review and I am delivering it to my immediate supervisor for review and evaluation. I understand that:

1. I shall receive a copy of the Adjunct Faculty Semester Review after my Program Director/Lead Faculty or (if applicable), Department Chair, Dean, and Vice President have completed their review.
2. I have the right to request a conference with my Program Director/Lead Faculty(if applicable) and Department Chair about their evaluation within 14 business days after the completion of the Adjunct Faculty Semester Review.
3. I have the right to appeal the Adjunct Faculty Semester Review within 14 business days after a request for a conference.

Signatures:

Signature:

Faculty Member_____
Date

Signature:

Program Director/Lead Faculty_____
Date

Signature:

Department Chair_____
Date

Signature:

Dean of Instruction_____
Date

Signature:

Executive Vice President and Provost_____
Date