

English Department Plan for Evaluating Adjunct Faculty

1. Adjunct faculty (like all faculty) will be asked to submit a syllabus within the first week of classes. In addition, they will be asked to submit assignments for all major projects. All materials submitted by composition faculty will be evaluated by the Director of Composition, and materials from all other adjunct faculty will be evaluated by the Department Head or Associate Department Head. Any problems will be addressed immediately.
2. Within the first year (first semester whenever possible) of hiring a new adjunct faculty member, the Director of Composition, the Department Head, or the Associate Department Head will observe a class session and will provide a written evaluation of the faculty member's performance. If serious problems are observed, at least one additional observation (with positive results) will be required before the adjunct faculty member can be rehired. A faculty member with two unsatisfactory observations will not be rehired. Observations for continuing adjuncts will be conducted once every year if possible, but at least every other year.
3. Both the Director of Composition and the Department Head will review carefully all student evaluations of adjunct faculty who teach composition. Any problems/concerns will be noted, and the Director of Composition will meet with the faculty member to address these. Either the Department Head or the Associate Department Head will review carefully all student evaluations of other adjunct faculty and will meet with the faculty member to address any problems/concerns.