



THE UNIVERSITY of TENNESSEE at CHATTANOOGA

Department of History

Dr. S. Kittrell Rushing, Interim Head

408 Brock Hall

Chattanooga, Tennessee 37403

(423) 425-4139

Facsimile: (423) 425-2138

kit-rushing@utc.edu

<http://www.utc.edu/Academic/History>

Evaluation of Adjunct Faculty

1. Adjunct faculty (like all faculty) will be required to submit a syllabus during the first week of classes. In addition, they will be asked to retain printed problem statements (where appropriate) as well as sample quizzes and examinations for departmental records. These materials should evidence consistency and alignment with overall departmental course objectives and pedagogy for the area(s) being taught.
2. Within the first year (first semester whenever possible) of hiring a new adjunct faculty member, the Department Head, or his or her representative will observe at least one class session. If serious problems are observed, at least one additional observation (with an expectation of positive outcomes) will be required. A faculty member with two unsatisfactory observations will not be reappointed. Beyond the first year, additional observations will be scheduled at the discretion of the Department Head.
3. The Department Head will review all student evaluations of adjunct faculty in the Department of History. Any problems or concerns will be noted, and the Head will meet with the faculty member to address these issues as appropriate. A faculty member with consistently poor student evaluations (three or more semesters) will not be reappointed.

Effective May 2011