

THE UNIVERSITY of TENNESSEE CHATTANOOGA

Department of Music

Evaluation of Adjunct Music Faculty

Adjunct music faculty members are hired on a part-time basis to teach specific courses or an applied instrument. They are a vital to the mission of the Music Department and are held to the same standards of excellence in teaching expected of full-time faculty. Adjunct faculty members should acquaint themselves with relevant expectations outlined in the Music Faculty Handbook, as well as the UTC Faculty Handbook. Their performance will be evaluated based on the following criteria.

Syllabi: All adjunct faculty must submit a syllabus in the first week of classes each semester for each course taught. Each syllabus must follow the prescribed university guidelines.

Tests: For adjuncts teaching classes, copies of exams are to be submitted to the department head in electronic or hard copy format.

Student Evaluations: The department head reviews student course evaluations for all faculty. Areas of concern are noted and shared with the faculty member and consultation will follow if indicated.

Student Performances (For adjuncts teaching applied music or small ensemble): Student semester jury forms are to be filed in the Music office each semester. Ensemble performances, whether in concert or Seminar, shall be scheduled through the Music office and program information provided in a timely manner.

Observation: For adjunct faculty in their first semester or year, the Department Head will observe their teaching a class, lesson or ensemble. If problems are noted, a conference will be scheduled to discuss needed improvement.

Reappointment: The reappointment of adjunct faculty is contingent upon satisfactory student evaluations, evidence of progress of applied students on Seminar, jury and recital, and evaluation based on direct observation of teaching.

Source: UTC Music Faculty Handbook, page 30