

Adjunct Evaluation Process

College of Engineering and Computer Science

The effectiveness of Adjunct Instructors is based on evaluation of classroom teaching, course folder material and student evaluation of instructor. The following summarizes the process used by the College of Engineering and Computer Science (CECS) to evaluate the effectiveness of Adjunct Instructors.

Classroom Teaching

- Adjunct Instructors are assigned to a Department (Computer Science, Mechanical Engineering, Electrical Engineering, Civil and Chemical Engineering, Engineering (Industrial, Environmental, Nuclear), and Engineering Technology Management)
- Department Head (or representative) of assigned department will sit in at least 2 classes of each section the instructor teaches each semester.
- Department Head (or representative) will complete the attached evaluation form following the visits to the class (one for each class taught).

Course Folder Material

- Adjunct Instructor will create a course folder for each course and section taught and will provide the course folders to the Department Head at the end of the semester's grading period.
- Department Head (or representative) will evaluate the course folder for the following and note the results on the attached Course Folder evaluation form:
 - Completeness of content needs
 - Completeness of course syllabus
 - Evidence of course following syllabus
 - Evidence of appropriate level of rigorousness

Student Evaluation of Instructor

- Students will complete instructor/course evaluations at the end of the semester
- Department Head (or representative) will review the instructor/course evaluations with regards to the suggestions for instructional improvement and note the results on the attached Student Evaluation of Instructor form.

Based on the class visits, course folder reviews, and student instructor evaluations the Department Head will decide to do one of the following:

- Approve the Adjunct Instructor for continued teaching opportunities
- Advise the Adjunct Instructor to improve his/her teaching and/or delivery
- Not rehire the Adjunct Instructor for further teaching opportunities.

Documentation of the reason for the outcome (as provided on the evaluation forms) will be included in a file on adjunct instructors in the Department's office for future reference.

Adjunct Instructor In-Class Assessment

Adjunct Instructor: _____

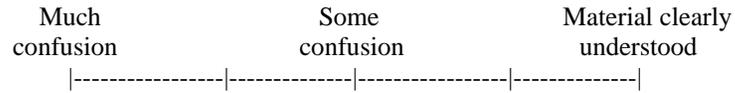
Semester and Year: _____

Course: _____

Instructions

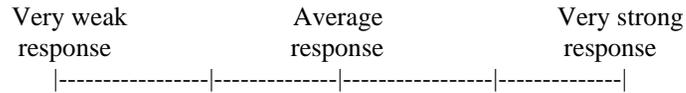
Answer each question set by placing an X at the location on the given linear scale that best describes the instructor's teaching effectiveness.

How well did the instructor explain the course material?

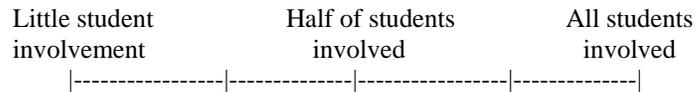


Use the space below to explain your response with examples where applicable.

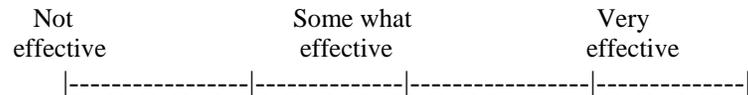
How well did the instructor respond to student questions?



How well did the instructor involve students in the class discussions?



How effective was the instructor's presentation style/technology?



Reviewer Name (print): _____ Date: _____

Reviewer Signature: _____

Adjunct Instructor Course Folder Assessment

Adjunct Instructor: _____

Semester and Year: _____

Course: _____

Instructions

Answer each question set by placing an X at the location on the given linear scale that best describes the Course Folder and course content.

How complete is the course folder based on the needs of the Department?

No course folder found	75% of material included	All material included
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Use the space below to explain your response with examples where applicable.

How complete is the course syllabus based on the needs and requirements of the Department and College?

No Syllabus included	75% of material included	All material included
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Based on the content how well did the course follow the course syllabus?

No correlation with syllabus	Much correlation with syllabus	100% correlation with syllabus
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Based on the content how rigorous is the course?

Assignments are too easy	Assignments have expected difficulty	Assignments are too difficult
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Reviewer Name (print): _____ Date: _____

Reviewer Signature: _____

Adjunct Instructor Student Rating of Faculty

Adjunct Instructor: _____

Semester and Year: _____

Course: _____

Instructions: For each of the following questions record comments that appear as a “theme” on a majority of the evaluation forms.

1. What should this instructor do to improve his/her instruction?

2. What do you particularly like about this instructor that should NOT be changed?

3. What changes in the mechanics of this course should be made to improve the learning experience?

4. What should not be changed about the mechanics of this course?

Reviewer Name (print): _____ Date: _____

Reviewer Signature: _____