

Policy and procedure for evaluation of adjunct (associated) faculty

The department chair shall negotiate with the adjunct faculty member, prior to the term, key goals and expected outcomes for their respective course(s). The goals and outcomes should be brief, but measurable and address teaching effectiveness. This may include student performances and student evaluations of the course.

After the course is complete, the faculty member and the department head will meet to evaluate achievement of goals and outcomes.

The associated faculty who are responsible for coordinating and teaching a course are evaluated by students, using the standard university instructor evaluation form. Each course is further evaluated using the PT Department course evaluation form. The department head will review the results from each of these evaluations, and discusses them with the associated faculty member. In addition, the department head may collect additional information from three sources: by periodically auditing class instruction (minimum of once/semester); by initiating formal discussions with the associated faculty member throughout the semester, asking him or her about the course and offering assistance; and by asking the appropriate student class president his or her perception of how the course is progressing. The curriculum committee will receive the PT Department course evaluations for review for strengths and weaknesses in content relevance and teaching. These are related to the department head who communicates with the associated faculty member. Additionally, as students return from clinical education courses, core faculty will facilitate SWOT analyses to identify strengths and weaknesses in content relevance and teaching of the curriculum for the previous academic year.

1. The attached form should be given to adjuncts as they begin the semester so that they know their responsibilities.
2. The department head or designee will observe class at least once during the semester and communicate with the instructor on an ongoing basis.
3. The adjunct faculty member will complete this form at the end of the semester and review it with the department head.
4. Forms will be filed in the department office.

4/7/10

**University of Tennessee at Chattanooga
Department of Physical Therapy
Annual Evaluation of Adjunct Faculty**

Faculty Name: _____ **Date:** _____

Course(s) Taught _____

The following will be evaluated.

Teaching: The adjunct faculty:

1. Uses learning methods considering a variety of instructional approaches to facilitate the student in meeting the objectives of the course.

_____ Yes _____ No

2. Remains current in content and practice specific to assigned course(s).

_____ Yes _____ No

3. Follows the course/program curriculum.

_____ Yes _____ No _____

4. Requests needed instructional equipment/supplies in a timely manner.

_____ Yes _____ No

6. Responsive in maintaining the academic integrity of the Department of PT and the University.

_____ Yes; _____ No

7. Available to assist students in achieving desired outcomes as appropriate.

_____ Yes; _____ No

8. Follows appropriate procedure if unable to attend class and provides an alternative learning assignment to student. Notifies department head and students in advance if unable to attend class.

_____ Yes _____ No

Comments:

Recommendations for change:

Signature of Department Head _____ Date _____

Adjunct Faculty Signature _____ Date _____