

## Annual Adjunct Faculty Evaluation Procedure and Guidelines

The intent of this procedure and guidelines document is to provide a timeline, general guidelines, and a sample activity report that may be used by departments and colleges as part of the annual review of adjunct faculty. Refer to Article 21 – Performance Evaluations from the [Ferris Nontenure-Track Faculty Organization \(FNTFO\) contract](#) for guidance on the administrative procedures for completing these evaluations.

### Procedure and Timeline

Procedure/Process Step	Fall Only Adjuncts	Academic Year and Spring Only Adjuncts
Provost's Office sends complete list of all adjunct faculty and courses taught to each college. College compares their list of adjuncts to Provost's Office list to ensure all adjuncts are reviewed. Classroom observations of instructor completed by department chair or designee	2 <sup>nd</sup> Week of Classes	2 <sup>nd</sup> Week of Classes
Signed observation forms & checklist materials due to the Department Office by instructor		
Annual Adjunct Report Form evaluations completed by department chair and sent for instructor's review		
Meetings with instructor and Department Chair to discuss annual evaluations		
Last day for instructor to add comments regarding annual evaluation for inclusion in packet forwarded to Dean's Office		
Annual Evaluations due to Dean's Office by department chair		
College communicates completion of adjunct performance reviews to Provost's Office via SharePoint	Final Exam Week	Final Exam Week
Provost's Office confirms with college that the process is complete. If any part of this process is not completed, the Provost's Office will follow up with the college to ensure completion.	Week Grades are Due	Week Grades are Due

### Guidelines

- Current CV & Adjunct Annual Activity Report
- Classroom observation forms (pre & post observations signed & every page initialed)
- Syllabi for course observed
- Teaching Materials for course observed, as indicated in the pre-observation form
- *The following items are provided as examples only; not requirements.*
  - Presentation notes
  - Power points/Prezi
  - Handouts
  - Assignment related to class observed
  - Anonymized graded assignment, quiz, exam
  - Aggregate data
- IDEA (student) evaluations, Summative Report, fall semester
- Optional supporting documentation showing growth in subject field & teaching methods
- *(A brief paragraph) Please include if CV only submitted.*
  - *The following items are provided as examples only; not requirements.*
  - Curriculum Innovations (New courses, approaches, programs, etc.)
  - Self-assessment (Assessment of personal teaching goals, new approaches, etc.)
  - Subject matter reading (Professional journals & articles, including Scholarship of Teaching & Learning & books in professional discipline)
  - Professional Development, Scholarship, and Creative Activity (Conferences or workshops attended, professional presentations, publications, exhibits, productions, adjudications, reviews, refereeing, grant proposals or projects, ongoing research, other scholarship and professional development activities.)
  - Other Relevant Information (Honors, awards, or other information.)

**SAMPLE - Adjunct Annual Activity Report**

1. **Instructor's Name:** \_\_\_\_\_
2. **Academic Year:** \_\_\_\_\_
3. **Classes Taught:**  
*(Include fall and spring assignments, overloads, new preps, number of preps, collaborations across campus, professional courtesy class coverage, independent studies and note special feature –e.g., honors, learning community, distance learning, study abroad.)*
4. **Growth in Subject Field and in Teaching Methods** (A brief paragraph)  
*The following items are provided as examples only, not requirements:*
  - *Curriculum Innovations (New courses, approaches, programs, etc.)*
  - *Self-assessment (Assessment of personal teaching goals, new approaches, etc.)*
  - *Subject matter reading (Professional journals & articles, including Scholarship of Teaching & Learning & books in professional discipline)*
  - *Professional Development, Scholarship, & Creative Activity (Conferences or workshops attended, professional presentations, publications, exhibits, productions, adjudications, reviews, refereeing, grant proposals or projects, ongoing research, other scholarship and professional development activities.)*
  - *Other Relevant Information (Honors, awards, or other information.)*

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**OPTIONAL**

5. **Professional Development, Scholarship, and Creative Activity**  
*(Conferences or workshops attended, professional presentations, publications, exhibits, productions, adjudications, reviews, refereeing, grant proposals or projects, ongoing research, other scholarship and professional development activities.)*
6. **Ferris or Professionally-Related Service**  
*(Committees, recruitment activities, advising student clubs, serving as a faculty mentor, and other service activities within the University, as well as professionally-related service outside the University.)*
7. **Other Relevant Information**  
*(Honors, awards, or other information.)*