



This evaluation is to be completed by the Department Chair, to be submitted to the Dean's Office at the end of every semester in which the adjunct faculty member taught at least one course

Adjunct Faculty Information

Department/Program

Date

Name:

Semester
/Year

Courses taught in the semester:

Number/Title Enrollment

Number/Title Enrollment

Number/Title Enrollment

Number/Title Enrollment

Number/Title Enrollment

Please evaluate the criteria below based on your review of syllabus, students' grades, students' evaluations of teaching, peer evaluations. If preferred, criteria may be scored separately for each course listed above

	Outstanding	Good	Needs Improvement	Unsatisfactory	Not Applicable
Syllabi are well organized and contain appropriate information					
Amount and type of readings and other teaching materials seem appropriate					
Assignments (tests and other graded work) assess the students' learning					
Teaching evaluations by students/peers are favorable					
The instructor is well-prepared for classes					
Grading criteria are clear and implemented as stated on syllabus					
Adjunct is available to students for questions and assistance pertaining to the course					
Professional demeanor & appearance and follows university policies					
Complete assigned tasks (book order, grades, syllabi) in a timely manner					
Overall assessment of adjunct's performance					

Do you recommend this Adjunct for rehire? If no, please provide reasons

Yes
No

Reasons for not rehiring or any additional comments

This evaluation has been discussed with me and I am aware that I may respond to this assessment in writing.

Adjunct Faculty's Signature:

Date:

Type Evaluator's Name, Position

Signature

Date