



<b>Title:</b>	<b>Evaluation of Adjunct Faculty</b>	<b>Type:</b>	<b>Academic</b>
No:	AC 2004	Approval Date:	3-27-14
Responsible Office:	VP Academic Affairs/Provost	Approved By:	Fac Exec Coun
Next Review:	2018	Revision No:	

### I. Purpose/Introduction/Rationale

At Rollins, adjunct faculty members are regularly evaluated and provided with feedback on the quality and effectiveness of their instructional services to ensure consistency with the College’s mission. The purpose of this policy and associated evaluation process is to document the competence and effectiveness of adjunct faculty.

### II. Definitions

Adjunct faculty members are defined as part-time instructors whose primary responsibilities are not to Rollins and who provide instructional services for a maximum of two (2) courses per term, across all programs of the College -- Arts & Sciences (A&S), Professional Studies (CPS), the Hamilton Holt School (Holt), or Crummer Graduate School of Business (Crummer).<sup>1</sup> Rollins staff members providing instructional services for the College outside contractual obligations are also considered adjunct faculty and are subject to this policy.<sup>2</sup>

### III. Procedure or Application

Adjunct faculty evaluation processes at Rollins College shall be initiated and conducted by the faculty member’s immediate academic supervisor and/or dean, consistent with Faculty Bylaws for the program where instructional services are rendered.

- In the Colleges of Arts & Sciences and Professional Studies, Department Chairs are “responsible for (and have authority commensurate with) the competent and efficient conduct of, and leadership in ... evaluating ... adjunct faculty, based on consultation throughout the year, through duly appointed evaluation committees which operate according to prescribed procedures and guidelines.”<sup>3</sup> Adjunct faculty in the Hamilton Holt School are evaluated by the appropriate Holt Program Director in consultation with the appropriate A&S or CPS Department Chair.
- In the Crummer Graduate School of Business, “the Dean shall ensure that all Adjunct Faculty and Executives-in-Residence are evaluated on a regular basis. Evaluation shall include performance of the duties outlined in the appointment letter.”<sup>4</sup>

Adjunct faculty evaluations shall, at minimum, consist of an adjunct self-reflection on teaching and learning that occurred in the given course or term, and a review of student course and instructor evaluations. The process shall comprise an initial evaluation, conducted immediately following the first course assignment or term of service and, at minimum, biannual year-end evaluations thereafter if instructional services are continued.

- Initial evaluations are to be performed within thirty (30) days of the completion of the first course assignment. In the case of A&S & CPS, department chairs must forward a

copy of all evaluation documents to the appropriate dean within sixty (60) days of the completion of the first course assignment.

- Teaching performance will be reviewed informally on an annual basis. Formal biannual evaluations must be completed within thirty (30) days of the close of the last semester of teaching service for a given year. In the case of A&S, CPS, or Holt, department chairs or program directors must forward a copy of all evaluation documents to the appropriate dean within sixty (60) days of the completion of the academic year under review.

Adjunct faculty evaluations shall include the following documentation and consultation.

- The adjunct instructor's written self-reflection on teaching and learning that occurred in the given course or term.
- A review of student course and instructor evaluations for courses taught.
- A conference between the department chair, program director, or Dean, in the case of Crummer, and the adjunct faculty member in which the supervisor provides direct feedback on teaching performance, including specific recommendations.
- Completion of a summary written evaluation prepared by the department chair, program director, or Dean, in the case of Crummer, that shall be retained in the adjunct faculty member's permanent file.

#### **IV. Related Policies or Applicable Publications**

<sup>1</sup> Rollins College Faculty Handbook, Faculty of the College of Arts and Sciences, Section IV, Policies & Procedures, *Teaching Load/Employment, Adjunct and Overload Pay*. Retrieved from: <http://www.rollins.edu/provost/documents/Rollins-College-Faculty-Handbook.pdf>.

<sup>2</sup> As defined in Rollins College Policy HR 7XXX *Instructional Compensation for Staff*.

<sup>3</sup> Rollins College Faculty Handbook, Faculty of the College of Arts and Sciences, Section IV, Policies & Procedures, *Department Chairs, Appointments/Responsibilities*. Retrieved from: <http://www.rollins.edu/provost/documents/Rollins-College-Faculty-Handbook.pdf>.

<sup>4</sup> Rollins College Faculty Handbook, Faculty of the Crummer Graduate School of Business, Section VI – Bylaws, Article VII, *Faculty Evaluation and Performance Expectations, Section 7.13 Evaluation of Adjunct Faculty and Executives-in-Residence*. Retrieved from: <http://www.rollins.edu/provost/documents/Rollins-College-Faculty-Handbook.pdf>.

#### **V. Appendices/Supplemental Materials**

[Not applicable.]

#### **VI. Rationale for Revision**

[Not applicable.]