



ROLLINS COLLEGE POLICY

Title: Evaluation of Adjunct Faculty	Type	Academic
No: AC 2004	Approval Date: 10-23-2023	
Responsible: VP Academic Affairs/Provost	Reviewed By: CLA Dean of Faculty, 8-31-2022; Dean of Holt, 8-31-2022; Associate Dean of Crummer, 8-24-2022; CLA Faculty Affairs Committee, 11-15-2022; VP Academic Affairs & Provost, 10-18-2023; President’s Cabinet, 10-23-2023; Approved By: President, 10-23-2023	
Next Review: 2028	Revision No: 2; See Section VII this document for revisioning history.	

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. This policy applies to adjunct faculty in all schools of Rollins College: College of Liberal Arts (CLA), Hamilton Holt School (Holt), and Crummer Graduate School of Business (Crummer).

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 –CLA, Holt, or Crummer. Adjunct faculty are normally limited to a maximum of five (5) courses per academic year (September 1 through August 31). In no case will the number of courses in the aggregate be considered to constitute full-time employment or to count toward eligibility for tenure.¹ Rollins staff members providing instructional services for the College outside of contractual teaching obligations are also considered adjunct faculty and are subject to this policy.²

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 CLA, Department Chairs are “responsible for (and have authority commensurate with) the competent and efficient conduct of, and leadership in ... 7. Evaluating ... adjunct faculty, based on consultation throughout the year, through duly appointed evaluation committees which operate according to prescribed procedures and guidelines.”³ Adjunct faculty in Holt are evaluated by the appropriate Holt Program Director in consultation with the appropriate CLA Department Chair.
- In Crummer, “the Dean shall ensure that all Adjunct Faculty, Executives-in-Residence, and Entrepreneurs-in-Residence are evaluated by the Peer Review Committee periodically. Evaluation shall include performance of the duties outlined in the appointment letter.”⁴

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, that are reviewed by the appropriate department chair and/or dean, in the case of Crummer. 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 ninety (90) days of the completion of the first course assignment. In the case of CLA, department chairs must forward a copy of all evaluation documents to the dean/associate dean within ninety (90) 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 ninety (90) days of the close of the last semester of teaching service for a given year. In the

case of CLA or Holt, department chairs or program directors must forward a copy of all evaluation documents to the appropriate dean/associate dean within ninety (90) days of the completion of the academic year under review.

Adjunct faculty evaluations shall include the following documentation and consultation.

- The adjunct instructor's verbal self-reflection on teaching and learning that occurred in the given course or term offered during a meeting with the department chair.
- 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

¹ Rollins College. (Rev. 2023). *Faculty Handbook, Section III: College of Liberal Arts Policies and Procedures, Part C: Teaching Load/Employment, Adjunct and Overload Pay*. Retrieved from <https://scholarship.rollins.edu/handbooks/45>.

² As defined in Rollins College [Policy HR 7200 Instructional Compensation for Staff](#).

³ Rollins College. (Rev. 2023). *Faculty Handbook, Section III: College of Liberal Arts Policies and Procedures, Part A: Department Chairs, Appointments/Responsibilities*. Retrieved from <https://scholarship.rollins.edu/handbooks/45>.

⁴ Rollins College. (2019). *Bylaws of the Faculty of the Crummer Graduate School of Business, Article VII, Faculty Evaluation and Performance Expectations, Section 7.12, Evaluation of Adjunct Faculty, Executives-in-Residence, and Entrepreneurs-in-Residence*. Retrieved from https://scholarship.rollins.edu/cgi/viewcontent.cgi?article=1006&context=crummer_bylaw.

V. Appendices/Supplemental Materials

Not applicable.

VI. Effective Date

This policy is effective October 23, 2023, and supersedes all previously issued versions.

VII. Rationale for Revision(s)

Rev. 2, five-year review, and updates due to Crummer Faculty Bylaws changes, 10-23-2023.

Rev. 1, Updated for CLA governance and name change, 4-27-2017.

Original Approval: 3-27-2014.