# Adjunct and Part-Time Instructor

**Performance Review and Evaluation – 2016/2017 Academic Year**

# PERSONAL AND CONFIDENTIAL

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| **Faculty Member’s Name:**  **U #:** | **Course(s):**  **Semester:** | **School or Division and Department:**  **Department Chair:** |
| Adjunct: □ **Part-time: □** | **Years as Adjunct or Part-Time Instructor:** | **Date Performance Review was Provided to Adjunct or Part-time Instructor (either via email, mailbox, or meeting, etc.):** |

**Part I: Teaching Performance**

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| **Category** | **Assessment of Attainment**  **(Department Chair Comments & Evaluation)** | **Performance Rating\* (1 – 5)** |
| **Instructional Delivery**   * Uses a variety of instructional approached/methodologies * Experiments with new teaching methods materials, and technologies in the classroom and assignments * Uses technology to enhance learning and teaching * Uses techniques that encourage active student participation * Presents course material in a clear and well-organized manner * Uses current research and/or consulting to enhance teaching effectiveness * Communicates at a level appropriate to the class * Demonstrates enthusiasm for the subject matter and for teaching |  |  |
| **Instructional Design**   * Develops and communicates learning objectives for the course * Prepares clear and detailed course syllabi * Has high standards for all students * Presents challenging course materials * Revises course content regularly to keep it up to date * Enhances student’s communication skills * Develops or enhances student critical thinking skills * Prepares new course, modifies existing courses * Incorporates global, ethical, and diversity issues * Prepares assessments that evaluate the achievement of the course objectives * Prepares assessments that are fair and valid * Focuses on student learning and outcomes |  |  |
| **Course Management**   * Uses class time productively * Meets the class for the assigned time period * Returns exams and assignments promptly and with meaningful comments/feedback * Keeps students apprised of grades throughout the course * Submits grades promptly |  |  |
| **Availability and Guidance to Students**   * Is available to students as needed * Provides informed and accurate information and advice to students relating to course requirements and expectations * Guides student research where applicable |  |  |

*\* Select one Performance Rating for each Teaching Performance Category. Performance Ratings are indicated below (5, 4, 3, 2, and 1)*

**Part II: Overall Performance Rating**

The Overall Performance Rating is an opportunity to provide an overall performance rating, describing to what extent the instructor’s performance, in total, were achieved. Please check the box next to the rating which best, most accurately describes this instructor’s performance.

□ **5** – ***Outstanding/Exceeds Expectations with Distinction***: Engaging and innovative syllabi and instructional materials; applies High Impact Education Practices in all courses; excellent student course evaluations (ranking 4.6-5) ; participates in faculty development workshops; serves on committees; develops new courses or major revision of existing courses; outstanding professional service in the field of study; publications and presentations at conferences which have a positive impact on the faculty member’s teaching;

□ **4** *–* ***Superior/Exceeds Expectations:* S**uperior student course evaluations (ranking 4-4.5) ; works collaboratively with other faculty in curriculum or mentoring capacity; serves on committees; applies High Impact Education Practices in most courses; participates in faculty development workshops; superior professional service in the field of study; publishes and presents at conferences;

□ **3** - ***Meets Expectations/Fully Meets Expectations:*** Fulfills teaching responsibilities; updated syllabi and instructional materials; applies at least one High Impact Education Practices; very good student course evaluations (Ranking 3-3.9); is available to students;

□  **2** - ***Needs Improvement/Partially Meets Expectations:*** Minimally fulfills teaching responsibilities; meets with classes; does not provide updated syllabi and instructional material; has below average student course evaluations (Ranking 2-2.9); pattern of student complaints; Faculty member has not substantially achieved goals set for the year.

□ **1** – ***Unsatisfactory/Does Not Meet Expectations:*** Does not fulfill teaching responsibilities; class meetings not fulfilled; syllabi and instructional materials not satisfactory; poor course evaluations (Ranking less than 2); pattern of student complaints.

Faculty Member Signature/ Date Department Chair Signature/ Date Dean Signature/ Date