

Procedure for Evaluation of Adjunct Lecturers

General Information

- A. Adjunct lecturers shall be evaluated the first two semesters **and any semester a new course is taught**. If no new courses are taught, the adjunct lecturer shall be evaluated **a minimum of** every three calendar years**.
- B. The evaluations shall include:
1. Division Chair (or designee) and Supervising Administrator observations
 2. Student Evaluations
 3. Division Chair (or designee) recommendation
 4. Supervising Administrator optional meeting
- C. The timeline process will be as follows:

Adjunct Lecturer Timeline Process

Adjunct Lecturer
Specific Due Dates

1. Classroom or Workplace- Observation (Evaluation Form 1T*, 1NT* & 1NT-C*)	By arrangement with the Division Chair (or designee) and Supervising Administrator	_____
2. Student Evaluation – (Evaluation Form 2T, 2NT-C, 2TS* & 2NTS-C)	On or before Friday of the 13 th week of each semester (T) Throughout the Fall Semester (NT)	_____

Student Evaluations

- D. The Division Chair (or designee) is required to send the peer evaluation form to the Supervising Administrator one week after the classroom observation.
- E. The Human Resources Department will prepare and distribute the student evaluations for every section the adjunct lecturer teaches during the semester they are being evaluated.
- F. Under the direction of the Human Resources Department student evaluations shall also be distributed for distance learning courses and applicable non-teaching adjunct lecturers. This includes notification to the teaching adjunct lecturers of the commencement of the student evaluation process and of the need for the adjunct lecturer to notify their students to complete the evaluations. It is the teaching adjunct lecturer's responsibility to check with Human Resources to ensure the student evaluations have been completed.

** This language is a change in the current practice that the Task Force is recommending. The adjunct lecturer is currently evaluated the third year the class was taught rather than each calendar or consecutive years.

* T= Teaching; NT= NonTeaching; NT-C= NonTeaching Counseling; S= Spanish

- G. Student evaluations are conducted on or before Friday of the 13th week of the semester. Exceptions may include but not limited to nonteaching adjunct lecturers or short-term courses. The adjunct lecturer may not proctor their own student evaluations. The completed evaluations shall be turned into the Human Resources Department on or before Friday of the 13th week of the semester.

- G. Under the direction of the Human Resources Department, in consultation with the Office of Institutional Research, the student evaluation results shall be compiled. The Human Resources Department will forward the student evaluation results to the Supervising Administrator. The adjunct lecturer may pick-up the student evaluation results at the Academic Records office, once final grades are submitted.

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