

# Adjunct/Visiting Faculty Evaluation Form

The goals for Adjunct/Visiting Faculty Evaluations are as follows:

1. To measure the effectiveness of the faculty performance and to identify and provide assistance for improvement.
2. To ensure that the department's teaching and scholarship mission and outcomes are being met.
3. To provide criteria for reappointment.
4. To encourage continued professional growth.

Supervising department heads and/or program coordinators should complete this form for each adjunct/visiting faculty member who has been employed during the current semester. The evaluation should be performed by the end of the semester. Please use similar information as for the evaluation faculty members, such as student evaluations, syllabi, course observations, class visits, grades, etc.

Name of adjunct/visiting faculty member:

Name of Reviewer:

Department:

**Courses taught in the past semester:**

Course Prefix & Number	Course Title	Semester/Year	Enrollment	Average Student Rating

**Assessment:**

Teaching	NME	ME	EE	N/A
Syllabi				
Class Preparation and Course Organization				
Ability to Convey Content				
Office Hours and Availability				
Professional Behavior with Students and Faculty				

<b>Research</b>	NME	ME	EE	N/A
Productivity				
Collaborations and Collegiality				
<b>Service</b>	NME	ME	EE	N/A
Service Goals Clearly Stated				
Service Goals Met				
<b>Others</b>	NME	ME	EE	N/A

**Optional:**

**ACKNOWLEDGEMENT:**

This evaluation has been reviewed and discussed with the evaluated party

Date Evaluation has been Prepared:

Date Evaluation has been Presented to the Evaluated Party:

*Once the evaluation is completed the adjunct faculty member will be given a copy and a copy will be filed in the department.*