



## Policy and Procedures for Adjunct Teaching Evaluations

October 2012

1. Adjunct instructors must receive a written teaching evaluations each academic year from the Department or program to which they are assigned. An adjunct faculty that teaches more than one semester receives one evaluation for the year.
  - Departments can choose to use the College Adjunct Teaching Evaluation Rubric form or develop an evaluation form that is Department and curriculum specific.
2. Departments will review syllabi to ensure that they conform to the University guidelines.
3. Classroom observation: Adjunct instructors teaching for the **first time** at Florida Atlantic University will be required to have a full-time faculty member observe their teaching in an assigned course during the first semester of hire.
  - The observation should be administered by a full-time faculty member.
  - Observation period should be a minimum of one hour.
  - Adjunct faculty must be informed of the observation visit at least two weeks prior to the scheduled observation. It is recommended, but not required, that the scheduling of the classroom observation date be set in consultation with the Adjunct faculty member. The two week notification is recommended.
4. For each adjunct instructor employed, the hiring department will maintain a complete file of materials that document the instructor's teaching including:
  - Written evaluation(s)
  - Syllabi that conform to University Guidelines
  - SPOT evaluation summary sheet(s).
5. Departments will use the evaluations to assist in determining if an adjunct faculty will be issued an adjunct teach contract in subsequent semesters.
6. If an adjunct instructor receives two "unsatisfactory" evaluations, they should not be hired to teach for the University again.