

Communication Department adjunct faculty evaluation process

The evaluation process for adjunct faculty in the Communication Department begins with the initial application. Letters of interest and vitae are reviewed by at least two full-time faculty members to determine if the applicant should be brought in for an interview. If so, the potential adjunct is asked to teach a class in his/her professional area. Students provide a written evaluation of the candidate and that, along with the interview, are used to determine the adjunct's suitability for the classroom.

After an adjunct is hired, he/she is mentored closely by the department head or other full-time faculty member. This relationship allows the adjunct to ask questions about course assignments and grading, classroom issues and teaching techniques. The department head visits the adjunct's classroom once a semester to observe.

Adjunct faculty members are evaluated by students once per academic year in each course they teach using the Student Rating of Faculty standard university form. Results are reviewed by the department head the following semester and if necessary, the department head makes recommendations to the adjunct on ways he/she can improve his/her performance.