

## Adjunct Evaluation and Expectation Policies UTC Department of Theatre and Speech

New adjunct faculty are initially evaluated upon hiring. Qualifications and considerations included are education, professional experience, related experience in the field, previous teaching, aptitude, collegiality, and perceived ability to contribute to the department, college and university.

Continuing evaluation may include any or all of the following:

- Classroom visits and observations
- Formal and Informal meetings/conversations
- Review of student evaluations
- Fulfillment of responsibilities including class attendance, completing department, college and university needs (syllabi, grading, other forms, etc.).

New THSP Adjunct faculty members:

- Should attend UTC new faculty orientation if at all possible.
- Should activate and periodically check their UTC email on a regular basis.
- Is expected to familiarize them self with the use of Blackboard through UTC Online.
  - Use of Bb for classes is encouraged
  - Be familiar with UTC Department of Theatre and Speech content in “My Organizations”

University Policies concerning adjunct Faculty  
Faculty Handbook: Appointment, Evaluation, Promotion,  
Tenure, and Termination 3.4

### 4. Adjunct Faculty Appointments

Individuals who provide compensated or uncompensated service to the instructional and/or research programs of the university on a semester-bysemester basis will receive adjunct faculty appointments. Normally the dean, as a designee of the Provost and in consultation with the academic department head, will issue letters of appointment to adjunct faculty listing specific duties and compensation. In coordination with the Office of the Provost, each dean will be responsible for developing protocols appropriate to the college in order to insure consistency in adjunct faculty appointments.

Exempt employees of the University may receive an adjunct faculty appointment in an academic department other than the employee's primary appointment. Such arrangements must be approved by the employee's supervisor and must not conflict with the execution of their primary duties.

All adjunct faculty who teach must hold the appropriate degree required for teaching within the academic discipline. Tenured faculty members from within the academic department will evaluate and make recommendations for appointments to academic rank in accordance with college and departmental bylaws. Adjunct faculty may serve on graduate committees after the Graduate Council and the Provost, in consultation with the academic department head, have evaluated and approved their academic credentials. Adjunct faculty may supervise clinical experiences or assume other responsibilities within the guidelines set forth in university, college, and departmental policies. Individuals with adjunct appointments are not eligible for tenure.