

School of Education
Evaluation of Adjunct Faculty

The evaluation of adjunct faculty teaching in programs in the School of Education involves two components: student evaluation and feedback through UTC's student evaluation, and completion of an instrument which is a modification of the EDO form used by the university.

1. Adjunct faculty are evaluated by students in the courses taught during each semester they are employed by the university. These evaluations employ the standard UTC instrument and are results are anonymous. Information from these evaluations is collected by the Office of Evaluation and Institutional Research and a copy of individual adjunct faculty results, as well as aggregated data, are sent to each department head at the conclusion of the semester. The narrative comments provided by students are forwarded to the adjunct faculty member for his/her review and response. These evaluations are conducted for both face-to-face courses and for those delivered online.

The Department Head reviews all student evaluations and meets with individual adjunct faculty members to discuss concerns expressed by students.

A copy of the student evaluation results is maintained in the adjunct's personnel folder in the School of Education Office. Information about adjunct faculty and related information is included in the documentation for NCATE reaccreditation – Standard 2.

2. Adjunct faculty complete an instrument which is a modification of the EDO form required annually of tenure-track faculty. This instrument includes details about teaching, research/scholarly activities, and service. Use of this tool enables the department head to review the performance of adjuncts using criteria similar to that used for tenure-track faculty and allows both the adjunct and the department head to identify areas of success and areas which may need attention.

Adjunct faculty continuation of employment is based on annual review of these two sources of information about their performance.