

ADMINISTRATIVE DIVISION Academic Affairs	POLICY NUMBER 300
POLICY TITLE Adjunct Faculty Evaluation	
DATE OF REVISION June 4, 2025	
RESPONSIBLE OFFICER Executive Vice Chancellor for Academic Affairs & Provost	ADMINISTRATIVE OFFICE Academic Affairs

PURPOSE

This policy delineates the evaluation process of adjunct faculty intended to ensure adherence to the academic standards of the university.

DEFINITIONS

Adjunct Faculty – a salaried temporary employee who provides instruction inside and outside the classroom and may provide service to an academic department and/or program.

POLICY STATEMENT

Adjunct faculty shall undergo regular performance evaluation to validate academic standards and best practices in teaching are demonstrated in the classroom. Adjunct faculty are evaluated by the Department Chair at the conclusion of the first term, and annually thereafter. Results of the evaluation shall inform the decision to re-hire the adjunct faculty in a future academic term.

PROCEDURES

1. Annually, a letter will be sent to adjunct faculty by the Department Chair, requesting the adjunct faculty submit materials they would like considered during the review process.
2. Evaluation materials shall include but are not limited to classroom observation, review of course syllabus, instructional materials, student assessments, course grades, feedback from Program Coordinator and/or other department faculty, student course evaluations, and compliance with instructor of record requirements [book adoption, grade entry, syllabus submission, etc].
3. The final evaluation will be sent to the adjunct faculty from the Department Chair with a copy to the Executive Vice Chancellor for Academic Affairs (EVCAA) & Provost.
4. Adjunct faculty may respond in writing to the evaluation, and if desired, may request a meeting with the EVCAA & Provost prior to signing and returning their evaluation form.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 4, 2025	Updated policy, procedure, and format
June 7, 2018	Reviewed policy, minor revisions
August 31, 2007	New policy