

SUBJECT: Adjunct Faculty Evaluation
DATE: August 31, 2007
Revised: June 7, 2018
Policy for: University of South Carolina Beaufort
Issued by: USCB Academic Affairs Office
Approvals: Deans Council, June 6, 2018
Academic Affairs Council, September 26, 2018
Number: 300

PURPOSE: The evaluation process of adjunct faculty is intended to ensure adherence to the academic standards of the University.

1. All new hires shall be evaluated by the department chair at the end of their first semester and annually thereafter.
2. Annually, a letter will be sent to adjunct faculty by the department chair, requesting they submit information they would like considered during the review process.
3. All adjunct faculty will undergo an annual course supervisor or peer observation with a written assessment summarizing the findings.
4. 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.
5. Adjunct faculty may respond in writing to the evaluation, and if desired, may request a meeting with the Executive Vice Chancellor prior to signing and returning their evaluation form.