

FAC 446. Review of Adjuncts

The CAO and the department chairs are responsible for evaluating the performance of adjunct faculty. (See Section 426 for definition of adjunct faculty.) The supervising department chair will inform adjuncts of evaluation procedures, and the CAO's office will collect evaluative materials from adjuncts and forward them to department chairs. Data to be collected from adjuncts include vita (which should be on file in the CAO's Office), syllabi, and student evaluations from each course taught. After reviewing these materials at the end of the semester, the chair should complete the Limited-Term Appointment Evaluation Report form (see Appendix) and forward it to the adjunct faculty and the CAO.