

Adjunct Faculty Evaluation Procedure and Forms

Great Falls College Montana State University

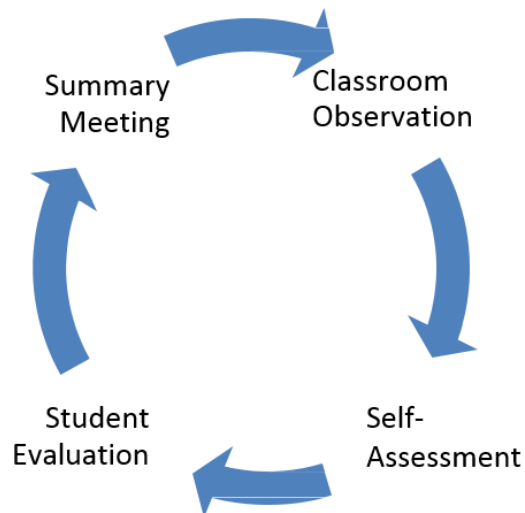
All new adjunct faculty members are evaluated during their first semester of teaching for the college. After the first evaluation, returning adjunct faculty will be evaluated at least once every three years. A follow-up evaluation for new adjunct faculty may be conducted sooner if deemed necessary by the Division Director, Department Chair, Program Director, Chief Academic Office, or CEO/Dean.

The evaluation process will be discussed during the New Adjunct Orientation sessions at the beginning of each semester. All adjunct faculty are required to complete the orientations.

At the beginning of the semester, the evaluator will email adjunct instructors to be evaluated during that period. The evaluation process includes a classroom observation, self-assessment, student evaluations, and a summary meeting. For those teaching online, the classroom observation equals a review of the course shell.

The adjunct faculty member completes the self-assessment form. The evaluator conducts the observation, reviews student evaluations, and conducts the summary meeting during which the information gathered is reviewed and discussed.

All adjunct faculty must submit any required documentation to be kept in their personnel and/or evaluation file.



The following forms are used in the evaluation process. Please see your program director/department chair with any questions.

Great Falls College MSU

Adjunct Faculty Self Evaluation Form

DIRECTIONS: Please answer the questions below as they apply to your experience. This form is to be completed by the adjunct faculty member and submitted to the appropriate evaluator by the summary meeting deadline.

Name _____ Date _____

Division _____ Course(s) _____

1. Please describe any efforts you have made towards professional growth within the classroom. Include descriptions of new strategies and methods you have employed to improve your teaching and assessment of student learning.
2. Based on responses from the student evaluations or comments made of your classes, in what area(s) of your job performance do you feel that you have been particularly successful? Where do you need to improve?
3. Have you recently extended your knowledge or expertise in your discipline? How have you been able to incorporate the new knowledge in your teaching?
4. What could the College do to assist you in improving your effectiveness?
5. Please describe how you view your professional relationship with your colleagues.
6. What suggestions do you have for topics to be addressed during workshops and meetings?
7. Please add additional comments and ideas.

Great Falls College Montana State University
ADJUNCT FACULTY EVALUATION COVER SHEET
TO BE COMPLETED BY THE EVALUATOR

Name: _____
Class Observed: _____
Evaluator: _____

Date: _____
Time: _____

Adjunct Status: ____New ____Returning **Mode:** ____On Campus ____Online ____ Mixed Mode

Satisfactory – Meets expectations of criteria. **Needs Improvement** – Does not meet expectations of criteria

Evaluation Criteria

(See attached Observation Checklist)

Satisfactory

Needs Improvement

- | | | |
|--|--------------------------|--------------------------|
| 1. Effectiveness in performance of instruction | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Effectiveness in establishing and maintaining positive professional relationships with colleagues | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Effectiveness in establishing and maintaining positive professional relationships with students | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Competence in the particular discipline or field of specialization | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Adherence to policies, procedures, and regulations of Great Falls College MSU | <input type="checkbox"/> | <input type="checkbox"/> |

Please see the Observation Checklist for comments.

Evaluator's Signature

Date

Adjunct Faculty's Signature

Date

Summary Meeting Date: _____

Great Falls College MSU Instructional Evaluation Form

Instructor Name:

Date:

Evaluator Name:

Course Observed:

1 – Needs Improvement 2 – Satisfactory N/A – Not Applicable

Category	Rating	Comments
I. Class Structure		
Creates and maintains effective instructional setting		
Summarizes previous content covered		
Provides overview of day's/unit/current content and activities		
Clearly communicates and models expectations		
Uses instructional time efficiently		
Demonstrates clear organization		
Directs student preparation for next class or learning experience		
II. Teaching Methods		
Employs effective techniques and activities to engage students and promote learning		
Integrates instructional technology, aides, and tools when appropriate		

Invites discussion/solicits student input		
Delivers well-planned learning experiences		
Provides well-designed materials, including resources and assessments, to enhance student learning		
Relates learning experiences to prior or related content		
Activities and assessments align with course student learning outcomes		
III. Teacher/Student Interaction		
Provides frequent and constructive feedback		
Involves a variety of students		
Demonstrates awareness of individual student learning needs		
IV. Content		
Demonstrates knowledge of material and subject matter		
Content aligns with course student learning outcomes		
Explains concepts clearly		
Ensures learning experiences are appropriate to students' level of learning		

Additional Comments: