

Dear XXXXX,

Thank you for teaching for Great Falls College MSU. To help ensure the quality of our courses, all adjunct instructors are evaluated the first semester they teach and then again within three years. This semester is an evaluation period for you.

The evaluation process is detailed in the *Adjunct Faculty Handbook*, which can be found at <http://www.gfcmsu.edu/facstaff/Adjuncts/pdfs/AdjunctHandbook.pdf>.

The evaluation process has four parts:

1. Classroom Observation – Your department chair will schedule a time to visit your class. If you teach online, he or she will work with an Instructional Designer to review your course.
2. Student Evaluation – I, as division director, will review your student evaluations.
3. Self-Assessment – You will need to complete the self-assessment found in the *Adjunct Faculty Handbook* (p. 26) and return it to me (Leanne.frost@gfcmsu.edu).
4. Summary Meeting – Once all of the evaluation pieces have been submitted, I will be contacting you to set up a summary meeting. The department chair may attend the meeting as well.

Your department chair, XXXXXXXXXXXXXXX, will be contacting you to set up the class observation.

Please let me or XXXXXX know if you have any questions.

Thank you!

Leanne