

## **Evaluation of Adjunct Faculty**

At least once per year, the performance of adjunct faculty not holding priority or preferred status shall be evaluated by one or more full-time faculty members appointed by the Composition Coordinator in conjunction with the Personnel Committee. Evaluations shall include at least one teaching observation and examination of course materials, per specifications below. Additional evaluations will be conducted as needed. Adjunct instructors holding priority or preferred status may be observed when deemed advisable by the department.

Evaluations should identify both areas of strength and areas that need improvement. It is especially important that instructors who are being evaluated in their first semester at Rider be given formative evaluations that reinforce strengths and offer specific recommendations for addressing needed changes. Such changes should be made in consultation with the Composition Coordinator. Subsequent evaluators should determine whether, and to what degree of success, recommended changes have been or are being addressed by the instructor.

The Evaluation Process comprises an observation of at least one full class period, as well as an analysis of course materials, including the syllabus, writing assignments, and a representative range of five to eight student papers with feedback.

### **Guidelines for Class Observation:**

1. The Composition Coordinator will initially inform adjuncts who are to be observed by providing them with the list of assigned evaluators. Each evaluator should contact the adjunct instructor(s) early in the semester to ask for the syllabus and an initial writing assignment and to agree upon a date for the observation (contractually, at least 48 hours notice must be given). At this early point in the semester, the evaluator should consult with the adjunct and notify the Composition Coordinator if the syllabus and assignment(s) are not designed to meet the course goals listed in the Composition Handbook.
2. The evaluator will be unobtrusive, arriving before the beginning of the class period and remaining until the class is dismissed.
3. With the criteria below in mind, the evaluator will take notes recording observed behavior
4. The evaluator and the instructor should agree on a time to confer subsequent to the class but before the report is submitted to the Department.

### **Criteria for Class and Course Evaluations of Adjunct Faculty**

An adjunct instructor must demonstrate satisfactory teaching.

By “satisfactory,” the Department means that the instructor:

1. shows command of the subject matter;
2. follows guidelines of the departmental syllabus for the course being taught, including:
  - a) Sets goals appropriate to the course being taught;
  - b) Uses appropriate college-level readings that meet departmental guidelines for genre and level as noted in the LASCAP-approved syllabus;
  - c) Designs and sequences writing assignments that require analysis of readings and that address course goals as noted in the LASCAP-approved syllabus;
  - d) Offers substantive and constructive feedback on student papers

3. Conveys course material in ways students can understand; demonstrates respect and sensitivity when interacting with students.

### **Guidelines for the Evaluation Report**

Each observer shall write a report that includes an evaluation, supported with details and/or supplemental evidence, of all of the following:

1. a minimum of one class observation (more as needed);
2. quality of the syllabus, including textbooks, reading selections, course organization, and daily activities; clarity to students
3. writing assignments, including sequencing;
4. a representative range of five to eight student papers with feedback.

When needed, the evaluation report shall include specific suggestions for improving the performance of the adjunct instructor.

A copy of the report shall be given to:

The Department Chair  
 The Composition Coordinator  
 The Personnel Committee  
 The Adjunct Instructor.

### **Appealing an Evaluation**

By responding in writing to the evaluation, the adjunct instructor may appeal the report to the Composition Coordinator and the Personnel Committee who will confer with the instructor and the evaluator and will decide whether any further action is warranted. The Chair will be copied on all documents related to an appeal.

### **Re-hiring Decisions**

Decision to re-hire shall be made jointly by the Chair and the Composition Coordinator, based on one or more evaluation reports. These decisions may also include consideration of prior evaluation reports, further consultation with individual evaluators, as well as evidence concerning other professional matters, such as the adjunct instructor's adherence/non-adherence to scheduled class meeting times and responsiveness/nonresponsiveness to students outside of class when needed.

Adopted by the English Department on March 31, 2011

Dr. Seiwoong Oh, Chairperson