

# Alcorn State University

## Faculty Evaluation – Adjunct (50% or less appointment)

The annual performance review sets minimum expectations that must be fulfilled for an adjunct faculty member (50% or less) to be deemed as meeting expectations. The following evaluation tool outlines these minimum expectations for each adjunct faculty member (50% or less).

Submit supporting documentation with the planning and assessment form located below. Documentation must be in electronic form. This includes an updated vita and additional documentation such as copies of student evaluations with comments and/or other documentation for other efforts.

The following information is due to the department head one week prior to the scheduled planning and assessment interview:

1. University vita (with annual additions highlighted).
2. All supporting documentation (questionnaires, emails, etc.) in electronic format for annual accomplishments.

Note: Addendums for detailed descriptions and definitions pertaining to individual colleges or departments may be applied at the Department level.

### Guidelines for Faculty Performance for Adjunct Faculty (50% or less)

#### Required Adjunct Faculty Performance Criteria

**Criteria:** Meets Expectations is defined as successfully meeting all of the expectations as outlined on the following pages.

- Faculty fulfilling all the following guidelines will receive a Meets Expectations rating for the performance assessment and are eligible to be considered for contract renewal.
- Faculty not fulfilling each of these activities will receive a Needs Improvement rating for the performance assessment and will not be eligible for contract renewal.

Meets/ Does Not Meet	TEACHING: The adjunct faculty member...
	*Must complete 8+ to “Meet Expectations”
	Fulfilled teaching load as assigned or its equivalent.
	Completed all reporting requirements (student attendance, mid-term, final grades, etc.) by designated deadlines.
	Submitted all course syllabi that meet department standards, at the beginning of each semester.
	Attended all class sessions, or if absent, made arrangements for class meetings with approval of the department head.
	Was accessible to students (e.g., holds standard office hours, online presence, etc.).
	Evaluated students appropriately in a timely manner, including providing feedback on progress and graded work such as exams and reports (with no documented complaints)
	Had teaching observed by a peer or the department head once during the academic year and received satisfactory ratings.

<b>Meets/ Does Not Meet</b>	<b>TEACHING:</b> The adjunct faculty member... *Must complete 8+ to "Meet Expectations"
	Was evaluated by students and earned satisfactory ratings.
	Advised assigned students, including retaining appropriate records and providing accurate information on policies, course prerequisites, and degree requirements.
	Participated in processes of assessment of programs and core requirements to measure standards of accreditation, including building databases that could assist with measuring student outcomes

## Summary

	Yes/No
Meets Expectations	
Does Not Meet Expectations	

## Additional Notes:

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## Department Head's Comments

### Teaching

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Department Chair Signature

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Date

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Department Chair Print Name

**Faculty acknowledgment:** This performance evaluation is one of the factors considered in the determination of contract renewal. I have had the opportunity to discuss this evaluation with the department chair. I understand that I have the privilege of responding to this evaluation in writing and that such response will be attached to this evaluation summary.

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Faculty Member Signature

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Date

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Faculty Member Print Name