

ADJUNCT FACULTY PERFORMANCE EVALUATION PROCEDURES

Adjunct faculty shall be evaluated annually, by the immediate supervisor¹ on the *Adjunct Faculty Evaluation Form*. Evaluations are conducted for the academic year, beginning August 8th, and shall include the preceding summer as appropriate. It is recommended, evaluations be conducted in the fall on adjunct faculty who will not return in the spring semester.

Evaluators shall consider, where appropriate, information from the following sources: faculty member, self, students, peers, other UCF officials who contribute to the supervision of the faculty member, and individuals to whom the faculty member may be responsible for in the course of their assignment. Evaluations must be conducted in each unit where an adjunct faculty member is employed.

Faculty shall be notified when evaluations are complete and become available for review and discussion. Adjunct faculty members may write a response to the evaluation. A good faith effort should be made to obtain the faculty member's signature on the evaluation as an acknowledgment of receipt; however, in cases where this is not possible, a comment indicating inability to obtain a signature should be placed on the evaluation.

If an adjunct faculty member has a performance deficiency, the following remedial courses of action are recommended:

- instruction or counseling by the supervisor;
- providing personal assistance with the preparation of syllabi, exams, assignments, etc.;
- requiring the adjunct faculty member to attend workshops or other applicable training sessions conducted by the Faculty Center for Teaching and Learning; and
- non-renewed agreements.

Compliance with the above procedures will be monitored as part of the university's internal auditing process.

Should you have any questions regarding implementation of adjunct performance evaluations, please contact Faculty Excellence at 407-823-1113.

¹ In instances where the immediate supervisor is not the head of the unit, the evaluation should be discussed with and approved by the head of the unit who may suggest changes to the original content