



**ADJUNCT PERFORMANCE EVALUATION FORM**

Adjunct faculty shall be evaluated annually by the immediate supervisor. The evaluation shall be for the academic year, Fall and Spring, and shall include the preceding summer as appropriate. Evaluations must be conducted in the fall, if the adjunct faculty 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. 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.*

Name

EmplID

Unit/Area

Appraisal Period

to

**COURSES TAUGHT**

| Prefix & No. | Section | Name |
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| Prefix & No. | Section | Name |
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PERFORMANCE PROFILE

| Category                 | Evaluation Rating | Performance Evaluation<br>Comments are required for each evaluation rating. Detailed and comprehensive comments must be provided for Outstanding, Conditional, and Unsatisfactory ratings. Please attach additional pages as necessary. |
|--------------------------|-------------------|---|
| Instructional Activities |                   | Evaluator’s Comments on instructional activities:   |
| Average FTE*             |                   |   |
| Other University Duties  |                   | Evaluator’s Comments on other university duties:  |
| Average FTE*             |                   |   |

\*Weighted FTE for categories above, over the evaluation period.

Overall Performance Evaluation:

Supervisor Signature

Unit Head Signature

Faculty Signature

Faculty Member Comments:

Should you have any questions regarding implementation of adjunct performance evaluations, please contact Faculty Excellence at [FacultyExcellence@ucf.edu](mailto:FacultyExcellence@ucf.edu).