

## Administrative Response to Adjunct Faculty Evaluation

Instructor:		Semester:	
<b>1. Review by Division Chair:</b>		Yes	No
I have reviewed the evaluation and recommend approval:		<input type="checkbox"/>	<input type="checkbox"/>
After review, I am returning the evaluation to the adjunct faculty member for additional/further self evaluation and/or comments:		<input type="checkbox"/>	<input type="checkbox"/>
Syllabus is appropriate and on file in Division Office:		<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Signature of Division Chair:		Date:	
<b>2. Review by Dean, Academic Services or Area Dean</b>		Yes	No
Evaluation Reviewed:		<input type="checkbox"/>	<input type="checkbox"/>
	<b>Satisfactory</b>	<b>Unsatisfactory</b>	
Maintains assigned teaching hours:	<input type="checkbox"/>	<input type="checkbox"/>	
Maintains reasonable supervision of students:	<input type="checkbox"/>	<input type="checkbox"/>	
Exercises reasonable safety practices:	<input type="checkbox"/>	<input type="checkbox"/>	
Syllabus is appropriate and on file in Dean's Office:	<input type="checkbox"/>	<input type="checkbox"/>	
Reports (i.e. rosters, grade sheets, drops, positive attendance reports, etc.) are accurate and meet appropriate deadlines:	<input type="checkbox"/>	<input type="checkbox"/>	
Adjunct faculty member participated appropriately in the Student Learning Outcomes process:	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation demonstrates:		<input type="checkbox"/> Satisfactory performance <input type="checkbox"/> Improvement needed <input type="checkbox"/> Unsatisfactory performance	
Comments:			
Signature of Adjunct Faculty: <small>(attesting he/she has reviewed this completed form)</small>		Date:	
Signature of Administrator:		Date:	

- This Original copy and the adjunct faculty instructor's self-evaluation is forwarded to Human Resource Services for inclusion in their personnel file.
- If you have questions or want to discuss the evaluation with the Dean, please feel free to call or make an appointment.
- If you, the adjunct faculty member, wish to respond to your evaluation for inclusion in your personnel file in HRS, you have 15 working days to provide the written response.

