

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: EVALUATION OF ADJUNCT FACULTY

BASED ON POLICY:

REVISION NUMBER: 2

OFFICE OF
RESPONSIBILITY: ACADEMIC AFFAIRS



PRESIDENT

September 28, 2012
DATE

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PURPOSE

The purpose of this procedure is to outline the process for evaluating and documenting the performance of adjunct faculty. Full-time and adjunct faculty at the Technical College of the Lowcountry are evaluated by students and supervisors on a regular basis. These evaluations are intended to provide feedback for faculty on the effectiveness of their classroom instruction, aid in their professional growth and development, and facilitate the improvement of instruction. Student evaluations are conducted fall and spring semesters. Optional evaluations are available in the summer semester or on request. Any supervisor may request an evaluation of any faculty member in their area of responsibility.

The purpose of evaluation of adjunct faculty is three-fold:

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- ◆ To assist the faculty member, as part of an ongoing faculty development process, to improve instruction by ascertaining strengths as well as areas in need of further attention.
- ◆ To provide the student an opportunity to present evaluations in a constructive and effective manner.
- ◆ To provide the Division Dean with information to use in evaluating and improving instructional quality, course structure and materials, and the determination of future adjunct assignments.

PROCEDURE

1. The Division Dean or designee monitors adjunct faculty activities and performance related to teaching. Adjunct faculty members have students in each class evaluate instruction using the student evaluation forms. Packets for clinical or classroom-based courses are provided through the Division Office to the adjunct faculty in accordance with the calendar set by the Academic Affairs Office each semester. Web-based forms are utilized for on-line and/or web-based courses.
2. Student evaluation results are reviewed by the Division Dean and shared with the adjunct faculty member. The Division Dean or designee may also observe the adjunct faculty member's instruction and make recommendations.
3. Within 30 days of receipt of the results, the *Administrative Response to the Evaluation of Adjunct Faculty* is forwarded by the Division Dean to the Personnel Office to be filed in the adjunct faculty member's personnel record. A copy of the adjunct faculty member's *Class Summary Sheet* from the student evaluations is retained by the division dean in division files for at least five (5) years.
4. Copies of all evaluation materials are available in the Division Offices and/or the Personnel Office.

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**Technical College of the Lowcountry
Administrative Response to Adjunct Faculty Evaluation**

Instructor:	Semester:
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Evaluation of Adjunct Faculty Member	YES	NO
Evaluation Reviewed:		
	Satisfactory	Unsatisfactory
Maintains assigned teaching schedule:		
Maintains reasonable supervision of students:		
Exercises reasonable safety practices:		
Syllabus is approved and on file in Division Office:		
Reports (i.e. rosters, grades sheets, withdrawals, etc.) are accurate and meet published deadlines:		
Evaluation of course/instruction (faculty/course evaluation) procedure adhered to:		
Classroom observation:		
Evaluation demonstrates:	Accomplished	
	Marginal	
	Adequate	
	Poor	
Strengths, weaknesses, or actions to be taken:		
Signature of Administrator:	Date:	

Division Dean's Recommendations:	YES	NO
I have reviewed the evaluation and recommend approval of the adjunct faculty member for re-hire:		
After review, I am returning the evaluation to the adjunct faculty member for additional/ further self-evaluation and/or comments:		
Syllabus is appropriate and on file in Division Office:		
Strengths, weaknesses, or actions to be taken:		
Signature of Division Dean:	Date:	

- ◆ The original copy is forwarded to Personnel Office for inclusion in the adjunct faculty member's personnel file. Faculty/Course Evaluation Results are retained in the Division Office for five (5) years.