



Teaching Adjunct Lecturer Evaluation Process

The evaluation process for 2017-18 has started for adjunct lecturers.

Please submit one complete curriculum packet for each method of delivery by the end of the 4th week. This packet should at least include a syllabus, a sample lesson, a sample assignment, a sample evaluation instrument and an explanation of how the evaluation is administered to the Supervising Administrator and to your Division Chair (or designee).

Face-to-face courses: The Supervising Administrator and your Division Chair (or designee) will schedule a day, date and time of your observation for each of the face-to-face courses that you teach.

On-line distance learning courses: The Coordinator of Distance Learning will have access to your online course material. The Distance Learning Coordinator will submit an assessment of the course material to the Supervising Administrator and Division Chair on or before Friday of the 16th week.

Off-line distance learning courses: No additional information to be submitted.

The following is an overview of the evaluation timeline:

Observations ~ By arrangement with your Division Chair (or designee) and Supervising Administrator

Student Evaluations ~ Due on or before the Friday of the 13th week of each semester (**November 16, 2018**).
For short-term classes, due on or before N/A

- ◆ Packets distributed by Human Resources
- ◆ Results from Supervising Administrator after final grades are submitted

Appointment Invitation

- ◆ After the classroom observation by the Supervising Administrator and peer evaluator, you are invited to make an appointment with the Supervising Administrator to discuss the observation. It is recommended that the appointment be scheduled after the Supervising Administrator receives your student evaluation results.

If you have questions, please contact Alex Haver at ext. 7765 or ahaver@taftcollege.edu