

Guidelines for Annual Review and Reappointment of Full-Time Adjunct and Teaching Specialist Faculty (9/24/2015)

Department chairs are responsible for the annual review of all Full-Time Adjunct and Teaching Specialist Faculty in contracts expected to continue from year to year. The review and reappointment process for Full-Time Adjunct and Teaching Specialist Faculty is found in the Simpson College [Faculty Handbook, Part III](#), Section 3. As Part III, Section 3 indicates, the criteria used in the performance evaluation for Full-Time Adjuncts and Teaching Specialist Faculty are determined at the time of hire. A copy of the criteria for performance and reappointment should be made available to the individual at the time of hire and updated as needed. The criteria will be approved by the academic dean. Although in some cases, the criteria for promotion and tenure described in the [Faculty Handbook, Part II](#), Section 7 may be used as a model for the individualized criteria for Full-Time Adjuncts, in most cases emphasis will be placed on teaching performance and keeping up-to-date in one's discipline. Although Full-time Adjunct and Teaching Specialist Faculty may be elected to serve on committees for which they are eligible, they are not required to serve in this capacity.

Full-time faculty in visiting appointments will not normally be required to participate in a full annual performance review as described in [Part III](#), Section 3, but will be offered the opportunity to have such a review as a professional courtesy. Note: this does not preclude the department chair from reviewing the work of visiting faculty on an ad-hoc basis for assessing and improving teaching performance. That is to say, department chairs should regularly visit classes, review teaching evaluations, and discuss teaching performance with visiting faculty members, especially during their first semester.

All Full-Time Adjunct and Teaching Specialist Faculty will be expected to understand and complete the ECC designations and other learning objectives for the classes they teach and also participate fully in all ECC and other assessments of student learning objectives. Non-compliance and/or poor performance in these areas may be grounds for dismissal or non-reappointment.