

Guidelines for the Review of Part-Time Adjunct Faculty *(revised 10/20/2015)*

Department chairs are responsible for the regular review of Part-Time Adjunct Faculty members who teach in their department. This should include classroom visits, review of student evaluations of teaching and discussion about performance. *Normally, the review of part-time adjunct faculty will be conducted by the department chair. The department chair may delegate this responsibility to another full-time member or ask that another full-time member of the department participate in the review process. In extraordinary cases, the part-time faculty member may ask the academic dean (for the day program) or associate vice president of academic affairs (for the continuing and graduate program) to have someone other than the department chair conduct the review.*

Review of Part-Time Adjunct Faculty who teaches in the Continuing and Graduate Program should be coordinated with the Associate Vice President of Academic Affairs.

Documentation of these regular reviews should be created and filed with the academic dean's office, in the case of Part-Time Adjunct Faculty who teach on the Indianola campus, and with the Associate Vice President for Academic Affairs for faculty who teach in the Continuing and Graduate Programs.

All Part-Time Adjunct Faculty members 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.