

OVERALL PERFORMANCE FORM FOR ADJUNCT FACULTY

Adjunct Faculty Member _____

Department/ Division _____

Semester(s) Covered in this Evaluation _____

The Dean/designee should indicate for each category whether the performance of the adjunct faculty member was Satisfactory or Unsatisfactory. You may comment as appropriate on each category. Please attach a copy of the Summary Student Evaluation(s) and a copy of the Classroom Observation Evaluation.

Student Evaluations: _____

Comments:

Instructional Observation: _____

Comments: Please see attached Instructional Observation Form.

Other Responsibilities: _____

Comments:

Overall Performance: _____

Please note that overall performance includes (a) teaching assigned courses in accordance with approved course descriptions and class schedules; (b) maintaining accurate student records; (c) following applicable college administrative procedures; and (d) being available at reasonable times to confer with students outside of class.

Comments:

Signature of Adjunct Faculty Member _____
Date

Signature of Evaluator _____
Date

Signature of Division Director _____
Date

Signature of Dean _____
Date

**INSTRUCTIONAL OBSERVATION FORM
FOR CLASSROOM AND ESL SETTINGS**

Faculty Member _____

Evaluator _____

Date _____

Class _____

1. Was the lesson organized and clearly presented?
2. Describe the level of student interest and participation.
3. Describe the quality of interpersonal relations between the instructor and students.
4. What was particularly effective about the instruction? And, what specific suggestions would you make concerning how instruction could be improved?

Signature of Adjunct Faculty Member _____
Date

Signature of Evaluator _____
Date