Adjunct Faculty Evaluation Policy

1.0 Purpose
To provide a standard procedure for the evaluation of adjunct faculty college-wide.

2.0 Revision History
This is a new policy.

3.0 Applicability
This policy applies to all adjunct faculty teaching college credit courses on the Middletown Campus, Fauquier Campus, Luray-Page County Center, and off campus sites, including LFCC online courses and dual enrollment courses. References to “Dean/VP” in this document refer to the deans, for courses administered as part of the Unit of Learning, and the Vice President, for courses administered as part of Workforce Solutions.

4.0 Policy
It is the policy of Lord Fairfax Community College that adjunct faculty shall be evaluated in an organized, systematic manner consistent with standards established by the Southern Association of Colleges and Schools and the Virginia Community College System.

5.0 Definitions
Adjunct – Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester basis or summer term basis. The adjunct faculty contract contains no guarantee of continued employment.

6.0 Responsibilities
Dean/VP – The Dean/VP of each unit providing credit instruction delivered by adjunct faculty shall appoint an evaluator for each adjunct faculty member. Full-time college faculty, especially faculty program leaders, are highly recommended for such appointments.
Evaluator – The assigned evaluator shall communicate with assigned adjunct faculty, conduct class observation, review observation with adjunct, review student survey results, write preliminary evaluation, review evaluation with adjunct, and submit final evaluation to Dean/VP.

Adjunct – The adjunct faculty member shall cooperate in the timely completion of all aspects of this process.

7.0 Procedures

Evaluation is based on the instructor’s fulfillment of “Adjunct Faculty Instructional Responsibilities,” as enumerated in the attachment. The Evaluator carries out the evaluation according to the following procedure:

• Identify and notify adjunct faculty to be evaluated in writing, with copy to the Dean/VP.
• Visit and observe a designated class.
• Review the tabulated results and open-ended comments of the most current Student Survey of Instruction, if available.
• Complete a preliminary version of the Adjunct Faculty Evaluation Form for discussion with the evaluatee.
• Meet with the evaluatee as soon as possible after completion of the above steps to discuss strengths, and to offer any developmental suggestions or directions for instructional improvement.
• Complete the final version of the Adjunct Faculty Evaluation Form and place in the evaluatee’s personnel file with the “Total Numerical Rating” interpreted according to the “Performance Rating” scale in the LFCC Faculty Handbook signed by the evaluatee, evaluator, and Dean/VP.

Each adjunct faculty member will be evaluated during the first semester of teaching, and minimally every two years thereafter (as determined by Dean/VP).

8.0 Sanctions

Non-compliance with the requirements of this policy is subject to corrective action in accordance with standard Human Resources policies.

9.0 Interpretation

Interpretation of this policy shall be made by the Deans/Vice President of Learning and Vice President for Workforce Solutions.

10.0 Authority/Reference

VCCS Policies: Human Resources Section 3.0.5, 3.6.1.4
**Adjunct Faculty Evaluation Form**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Percentage of Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Student Evaluations</strong>&lt;br&gt;derived from appropriate student survey of instruction</td>
<td></td>
<td>50% =</td>
</tr>
<tr>
<td><strong>B. Quality of Instruction</strong>&lt;br&gt;derived from Instructor Observation</td>
<td></td>
<td>35% =</td>
</tr>
<tr>
<td><strong>C. Other Contractual Duties</strong>&lt;br&gt;derived from review of files, other input as appropriate. Duties include; turning in paperwork (grades, 12 point syllabi, contracts), maintaining office hours 1 hour per week per class, adhering to adjunct faculty absence policy</td>
<td></td>
<td>15% =</td>
</tr>
</tbody>
</table>

**Sub-Total:**

**D. Supervisor’s optional numerical adjustment (increase only), not to exceed .5 or one grade level.**

**Total**

**Grade Level Range:**

<table>
<thead>
<tr>
<th>3.3</th>
<th>3.9</th>
<th>4.3</th>
<th>4.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>F</td>
<td>G</td>
<td>VG</td>
</tr>
</tbody>
</table>

Faculty: ____________________________    Date: ___________

Instructional Administrator: ____________________________     Date: ____________