

Adjunct Faculty Evaluation of Teaching Policies and Procedures

Adjunct Evaluation of Teaching Policy:

In keeping with FIU's Vision of Excellent Teaching adjunct faculty are expected to engage in activities to evaluate their teaching and report data from peer, student, and self that provides evidence of growth in teaching. There is an expectation that all faculty, including adjuncts, will strive for excellence in teaching. At FIU, excellent teaching is defined as learning-centered, evidence-based and inclusive.

Adjunct faculty serving as primary instructors will,

- engage in the [practice and process](#) of evaluating their teaching during the first year of teaching at FIU. FIU will be determining the regularity of adjunct teaching evaluations after the pilot in Summer 2021.
- collect and enter [evidence of evaluating teaching](#) from [three \(3\) data sources](#) (i.e. peer, student, and self) in [Panther180](#) for review by the Chair/Supervisor or Chair's designee, and
- each year that the adjunct reports on their teaching evaluation, they will be assessed by the Chair/Supervisor or the Chair's designee.

Procedures for the Evaluation of Teaching for Adjunct Faculty: The processes listed below are only completed during an academic year in which an adjunct is scheduled to be evaluated.

The adjunct faculty will

1. Receive an evaluation of teaching email from the Office of Faculty Leadership and Success outlining what they need to do along with links to evaluation tools and resources.
2. [Collect data from student, peer, and self](#) to inform their teaching practice and course design. The faculty may choose to collect information related to multiple classes/semesters or from a single class/semester.
3. Use any of the tools provided on the CAT website ([link to Activities for Collecting Data](#)). While there are many useful tools described on the CAT website. See the Suggested Data Collection for AY 2020-2021 section below.
4. Collect data based on what they would like to see improve in their classes and/or what they are interested in finding out about their students learning experience. CAT is offering several workshops in May and June to support adjunct faculty in this process. [Link to the CAT Workshop Calendar](#).
5. Submit a summary of their data collection and how they used that data to inform their teaching in P180. The Adjunct Faculty Evaluation and Rewarding Teaching Information Sessions will provide support for this process.

The Chair/Supervisor/Designee will

1. At the beginning of each academic year and in collaboration with the Office of the Provost (P180 team), notify adjunct faculty who need to have a completed teaching evaluation for that year.
2. Communicate deadlines and departmental criteria to adjunct faculty for completing their P180 submission.
3. Review the information provided in P180 using a written set of criteria. This set of criteria should be shared with the adjunct faculty by the chair/director/designee.
4. Submit a 1 to 5 teaching score and comments into P180.