

Adjunct Faculty Evaluation System

	Step Movement	Hours	Minimum Methods	Optional Tools	Individuals Involved	Tracking	Minimums
<b>AA</b>	Step movement awarded after 242 contact hours of teaching  <b>Step 1</b>	1 <sup>st</sup> Term at college	1. Student evaluations 2. Syllabus review	3. Supervisor course visit 4. GIFT as self-assessment 5. Self-assessment 6. Course materials review 7. Other	1. Instructor 2. Supervisor/PC/peer 3. Supervisor/PC 4. Facilitator and Instructor 5. Instructor 6. Supervisor/peer 7. As indicated by method	Formal tracking by HR and Supervisor	Menu of standardized forms to include: numerical scoring, anecdotal comments, qualitative information
	<b>Step 2</b>	0–242 hours	1. Scheduled formal evaluation (written and oral feedback)	3. Pre-visit meeting 4. Peer course visit	1. Supervisor/designee 2. Instructor	Formal tracking by HR and Supervisor	Menu of standardized forms to include: numerical scoring, anecdotal comments, qualitative information
	<b>Step 3</b>	243-484 hours 485-725 hours	2. Student evaluations (each term)	5. GIFT as self-assessment 6. Materials review 7. Other methods	3. Supervisor/designee 4. Peer 5. Facilitator and Instructor 6. Peer 7. As indicated by method		
	<b>Step 4</b>	Adjunct Collective Bargaining Agreement Article 11. Evaluation for movement to Step 5.  726–967 hours	Scheduled formal evaluation (written and oral feedback) Evaluation may include: 1. Peer course visit 2. Self-assessment 3. Materials review 4. Final evaluation (prior) 5. Other	Other as directed and agreed to by supervisor and adjunct faculty	Post-evaluation meeting supervisor/adjunct faculty	Evaluation sent to HR for employee’s file. Formal tracking by HR. Formal tracking by Supervisor	Adjunct Collective Bargaining Agreement Article 11. Evaluation for movement to Step 5.
<b>AB</b>	<b>Step 5</b>	968-1209 hours	1. One formal evaluation every 3 years 2. Student evaluations (each term)	3. Adjunct Professional Development process (based on FT faculty model) 4. Annual evaluation by written request (per CBA Article 11.D or ongoing)	1. Supervisor/PC/peer 2. Instructor 3. Supervisor/PC/peer 4. Peer 5. Facilitator and Instructor 6. Peer 7. As indicated by method 8. Supervisor	Formal tracking by HR and Supervisor	Menu of standardized forms to include: numerical scoring, anecdotal comments, qualitative information
	<b>Step 6</b> <b>Step 7</b> <b>Step 8</b>	1210-1451 hours 1452-1693 hours 1694→					Annually (by request) per CBA Article 11.D. or Ongoing

Adjunct Faculty beginning at the college on Step 1 may accumulate hours and have the potential to earn 247.5 hours during the first Academic Year.