

Adjunct Faculty Evaluation System

	Step Movement	Hours	Minimum Methods	Optional Tools	Individuals Involved	Tracking	Minimums
AA	Step movement awarded after 242 contact hours of teaching	1 st Term at college	1. Student evaluations 2. Syllabus review	3. GIFT as self-assessment 4. Self-assessment 5. Course materials review 6. 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	Select from menu of standardized forms to meet minimum methods
	Step 1	0–242 hours	1. Class Observation with written feedback	3. Peer course visit 4. GIFT as self-assessment	1. Supervisor/designee 2. Instructor 3. Supervisor/designee	Formal tracking by HR and Supervisor	Select from menu of standardized forms to meet minimum methods
	Step 2	243-484 hours	2. Student evaluations (each term)	5. Materials review 6. Other methods	4. Peer 5. Facilitator and Instructor 6. Peer 7. As indicated by method		
	Step 3	485-725 hours					
	Adjunct Collective Bargaining Agreement Article 11. Evaluation for movement to Step 5.		Scheduled formal evaluation (written and oral feedback) Evaluation may include: 1. Peer course visit 2. Self-assessment 3. Materials review	Other methods as 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.
AB	Step 4	726–967 hours					
	Step 5	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	Select from menu of standardized forms to meet minimum methods
	Step 6 Step 7 Step 8	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.