

EVALUATION OF ADJUNCT FACULTY AND OTHER OUT-OF-UNIT NON-TENURE-TRACK INSTRUCTORS OF RECORD

This policy is put in place, effective Fall Semester 2007, in order to facilitate the improvement of teaching at New College.

The teaching of each adjunct faculty member and each non-tenure-track out-of-unit instructor of record will be evaluated in writing by the appropriate Division Chair according to the schedule in the table below.

Term of Engagement of Adjunct Faculty Member*	Due Date for Evaluation
Fall semester or one mod course in fall semester	End of fourth week of spring semester
January ISP	End of fourth week of spring semester
Spring semester of one mod course in spring semester	One month after last day of classes of spring semester
Full academic year	One month after last day of classes of spring semester
Summer ISP	End of fourth week of classes of fall semester

** While adjunct appointments are made only for a single semester, an evaluation needs to be made only annually in cases in which a fall-semester adjunct is re-engaged for the spring semester.*

In doing an evaluation, the Division Chair will take into account student evaluations of teaching, course syllabi, and other evidence that the Chair considers relevant. The Chair will discuss the evaluation with the faculty member, and where appropriate, discuss ways to improve his/her teaching effectiveness and course goals. This discussion may take place face-to-face, on the telephone or through e-mail. The faculty member should sign the evaluation, indicating that s/he has read it, and may, if desired, append his/her own comments. The evaluation (with any appended comments) will be entered into the faculty member's permanent file.