



Adjunct Performance Appraisal

Adjunct Faculty Member: _____

Course(s) Taught: _____
(specify if courses are online or hybrid)

Semester Courses Taught: _____

Adjunct faculty members at MUW are evaluated on the **teaching responsibilities** associated with the course(s) to which the faculty member was assigned. The evaluation is based on review of student evaluations, observations by the department chair or his/her designee, conversations with the adjunct faculty or other factors as appropriate.

1. The adjunct faculty member distributes and reviews the course syllabus during the first class meeting. _____ Yes _____ No _____ N/A
2. The adjunct faculty member utilizes active learning methods and uses a variety of instructional strategies appropriate to the method of delivery that are designed to assist the learner in meeting the objectives of the course. _____ Yes _____ No _____ N/A
3. The adjunct faculty member uses either a standard departmental syllabus or, when necessary, creates one following the prescribed institutional format. _____ Yes _____ No _____ N/A
4. The adjunct faculty member arranges for the acquisition and preparation of appropriate materials and equipment in a timely manner necessary to meet course objectives. _____ Yes
_____ No _____ N/A
5. The adjunct faculty member is prompt and accurate in recording midterm and final grades.
_____ Yes _____ No _____ N/A
6. The adjunct faculty member is supportive of students' learning goals by:
 - a. Focusing on student learning outcomes _____ Yes _____ No
 - b. Taking into account the needs and abilities of students _____ Yes _____ No
 - c. Becoming familiar with academic and social support _____ Yes _____ No
 - d. Making reasonable provisions to accommodate individual differences

- _____ Yes _____ No
- e. Maintaining the academic integrity of the College _____ Yes _____ No
- f. Making him/herself available for assisting students in achieving their learning goals
_____ Yes _____ No
7. The adjunct faculty member consistently demonstrates:
- a. Commitment to excellence as expressed in the College mission, vision and values
_____ Yes _____ No
- b. A positive, cooperative and supportive attitude toward others _____ Yes _____ No
- c. Commitment to excellence by meeting course(s) for scheduled class time
_____ Yes _____ No _____ N/A
- d. Punctuality by meeting course(s) on time _____ Yes _____ No _____ N/A
8. The adjunct faculty member follows prescribed procedures for inviting guest speakers to class and /or arranging for field trips. _____ Yes _____ No _____ N/A
9. The adjunct faculty member follows appropriate procedures for missing classes by notifying the supervisor or the supervisor's designee and by providing an alternate assignment.
_____ Yes _____ No _____ N/A
10. The adjunct faculty member is aware of and recommends campus/online services to students as needed. (e.g. library services, financial aid, counseling, Student Success Center, The Writing Center, etc.)
_____ Yes _____ No _____ N/A

Strengths/Areas for Improvement:

Additional Comments:

Evaluator's Signature/date

Adjunct Faculty's Signature/date