



Eastern Kentucky University

Policy and Regulation Library

Academic Regulation: 4.6.14ACR

Responsible Office(s): Office of the Provost

Effective: November 18, 2024

Next Review Date: Fall 2030

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Evaluation of Adjunct Faculty

Statement

The purpose of faculty evaluation is to identify strengths as well as areas for professional growth. For that reason, adjunct faculty shall be evaluated at least annually by the Department Chair/Unit Head, designee, or a designated evaluation committee.

Entities Affected

- Adjunct Faculty
- Departments
- Colleges

Procedures

The university-sanctioned student opinion of instruction survey shall be administered for each adjunct faculty member for every class during each semester of employment. Those who teach only in the summer will be evaluated during the summer session. In addition, Departments may apply a second systematic method of assessing teaching performance for adjunct faculty. (This method shall include a consideration of the perspectives of colleagues and/or supervisors and shall be clearly defined and communicated in Department policy.)

Based on department-approved criteria/standards, Departments will also consider other materials relevant to the workload assignment. Such materials may include, but are not limited to, course syllabi, sample assignments, examinations, grade distributions, and peer observations.

The evaluator will provide a written evaluation report with feedback to the adjunct faculty member as well as the Department Chair/Unit Head, if different from the evaluator.

The adjunct faculty member may submit a written response regarding the report to the Department Chair/Unit Head within five (5) Days of receipt of the report.

Definitions

- **Adjunct Faculty:** Adjunct faculty are faculty employed part-time by the University primarily for instruction.
- **Day:** Day shall have the same meaning it has under Kentucky law, specifically KRS 446.030, where in computing any period of time, the day of the act or notification which the designated period of time begins to run is not to be included. The last day of the period so computed is to be included, unless it is a Saturday, a Sunday, a legal holiday, or a day on which the University is closed, in which event the period runs until the end of the next day which is not one (1) of the days just mentioned. This applies even if the period of time prescribed or allowed is less than seven (7) days.

Regulation Adoption Review and Approval

Regulation Revised

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
X	X	X
February 28, 2025	Provost	Reviewed & Readopted
November 18, 2024	University Counsel	Editorial Revision
June 18, 2019	Board of Regents	Adopted revised language Regarding student opinion of instruction
June 20, 2016	Board of Regents	Adopted
May 23, 2016	President Benson	Approved
May 4, 2016	Provost Council	Approved
April 4, 2016	Faculty Senate	Approved

Regulation Issued

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
August 10, 1991	Board of Regents	Adopted as part of the Part-Time Faculty Policy and Procedures