

# GUIDE TO PART-TIME FACULTY REVIEWS

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Part-time faculty members participate in performance reviews which are conducted by the chair or chair designee on a regular basis. The reviews are to be formative and helpful. This form should be submitted each year by October 31<sup>st</sup> to the Division Dean. Components of the part-time faculty review may include:

- Goals relative to the quality of their teaching
- Self-evaluations regarding their teaching
- Course outline, content, teaching methods
- Student evaluations (if available)
- Peer review (optional)

**Faculty Member:** \_\_\_\_\_ **Dept Chair/Designee:** \_\_\_\_\_

- Reviewed goals
- Discussed self evaluation
- Discussed course outline, content, teaching methods
- Discussed student evaluations (if available)
- Discussed peer review (optional)

**Comments on teaching and learning excellence (goals/self-evaluations/course):**

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**Comments on student evaluations or peer reviews (if conducted):**

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**Action Plan (if part-time instructor may potentially apply to teach adjunct in the future):**

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REVIEWED: \_\_\_\_\_ Date: \_\_\_\_\_  
Faculty Member's Signature

REVIEWED: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair or Chair Designee's Signature