

## Adjunct Evaluation Time Line

The Department Chair/Associate Dean or their designee will formally evaluate all adjunct faculty members each semester during the Introductory Period of teaching.

The Introductory Period is comprised of one of the following:

- Two Academic Year Semesters (e.g. Fall/Spring);
- Three summer terms (e.g. summer A/summer B);
- One Academic Year Semester and one summer term.

Subsequent evaluations of adjunct faculty should occur on an annual cycle after the Introductory Period. Ordinarily the annual evaluation will take place at the end of the Spring Semester. For those faculty who only teach in Summer, the annual evaluation would take place at the end of Summer B.

**Introductory period** (Evaluations completed after each semester)

Fall semester Jan 15

Spring semester Jun 15

**Post introductory period** Jun 15

**Summer faculty** Sept 15

Forms Available on the [Academic Affairs](#) Website:

[Adjunct Faculty Evaluation Guidelines](#)

[Adjunct Faculty Evaluation Form](#)

[Adjunct Faculty Classroom Observation Form](#)

[Adjunct Faculty Self-Assessment Instructions](#)

[Clinical Supervision in Affiliated Health Professions Evaluation Form](#)