

**Faculty Member** \_\_\_\_\_

**Course(s) Taught** \_\_\_\_\_

**Date of Appraisal** \_\_\_\_\_

### **Adjunct Faculty Performance Appraisal Instrument**

The three categories listed below constitute the expectations of Isothermal Community College for the adjunct faculty member. These responsibilities will be assessed utilizing student evaluations, classroom observations by the dean/director or his/her designee, and the dean/director's summative evaluations.

**All activities of the adjunct faculty member shall reflect the mission, vision, values and learning focus of the College.**

#### **Category I Facilitating Student Learning**

##### **A) Instructional**

- 1) The adjunct faculty member distributes and reviews the course syllabus during the first class meeting.  
 Yes     No
- 2) The adjunct faculty member utilizes active learning methods and uses a variety of instructional strategies designed to assist the learner in meeting the objectives of the course.  
 Yes     No
- 3) The adjunct faculty member remains abreast of ongoing developments and practices in his/her professional content area(s).  
 Yes     No
- 4) The adjunct faculty member follows standard course/program design.  
 Yes     No     Not applicable

##### **B) Instructional Support**

- 1) The adjunct faculty member uses either a standard departmental syllabus or, when necessary, creates one following the prescribed institutional format.  
 Yes     No     Not applicable
- 2) 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
- 3) The adjunct faculty member is prompt and accurate in the recording and reporting of student data including 10% reports and final grade reports.  
 Yes     No

**Recommendations/Comments:**

## Category II Service to Isothermal Community College

- 1) The adjunct faculty member is supportive of students' learning goals by:  
Focusing on student learning outcomes \_\_\_\_\_ Yes; \_\_\_\_\_ No  
Taking into account the needs and abilities of students \_\_\_\_\_ Yes; \_\_\_\_\_ No  
Becoming familiar with academic and social support \_\_\_\_\_ Yes; \_\_\_\_\_ No  
Making reasonable provisions to accommodate individual differences \_\_\_\_\_ Yes; \_\_\_\_\_ No  
Maintaining the academic integrity of the College \_\_\_\_\_ Yes; \_\_\_\_\_ No  
Making himself/herself available for assisting students in achieving their learning goals.  
\_\_\_\_\_ Yes; \_\_\_\_\_ No
- 2) The adjunct faculty member is aware of and recommends campus services to students as needed. These include library services, the library home page on the Isothermal WEB site, financial aid, counseling, supplemental instruction, etc.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

### Recommendations/Comments:

## Category III Interpersonal Skills and Professional Behavior

1. If necessary for the adjunct faculty member to miss a class, he/she follows appropriate procedures by notifying the supervisor or the supervisor's designee and, if possible, by providing an alternate assignment.  
\_\_\_\_\_ Yes \_\_\_\_\_ No
2. The adjunct faculty member is aware of and follows prescribed procedures for inviting guest speakers to class and/or arranging for field trips.  
\_\_\_\_\_ Yes \_\_\_\_\_ No
3. 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. Situationally appropriate dress and grooming;  
\_\_\_\_\_ Yes \_\_\_\_\_ No
  - d. Consistently meets course for scheduled class time;  
\_\_\_\_\_ Yes \_\_\_\_\_ No
  - e. Punctuality  
\_\_ Always meets classes on time  
\_\_ Usually on time  
\_\_ Usually late

**Classroom observations were conducted and results discussed.**

\_\_\_\_\_ Yes    \_\_\_\_\_ No

**Student classroom evaluations were conducted and results discussed. (Provide comments)**

\_\_\_\_\_ Yes    \_\_\_\_\_ No

**Overall/additional Recommendations, Observations or Comments:**

\_\_\_\_\_  
Evaluator's Signature                      Date

\_\_\_\_\_  
Adjunct Faculty Member's Signature                      Date