

Philadelphia University

Academic Affairs

Procedures for Evaluation of Teaching Effectiveness of Adjunct Faculty

As a teaching and learning centric institution with a student centered mission, Philadelphia University recognizes that teaching is an ongoing process of development for all faculty. The evaluation of teaching effectiveness is intended to support this continuous, formative development. As a parallel procedure to the review and evaluation of teaching effectiveness of full time faculty, the university is formalizing a process of current practices of review of the teaching effectiveness of adjunct faculty.

Evaluation of the teaching effectiveness of adjunct faculty will be performed by program directors or course coordinators as appropriate. In certain instances, the program director or course coordinator may choose to delegate the evaluation to an appropriate faculty member or administrator.

The designated evaluator will conduct an evaluation of adjunct faculty member's teaching effectiveness through review of:

- Syllabus, schedule, assignments and any other associated course documents
- Student Evaluations of Teaching (i.e. course evaluations)
- Observation of Teaching

The evaluator will note on the evaluation form provided:

- any discrepancies in the syllabus from the syllabus guidelines or learning outcomes applicable to the course
- effectiveness of teaching methods
- suggestions for ongoing development of teaching
- recommended items for follow-up in the next semester in which the adjunct faculty member is teaching

The evaluator will:

- meet in person or by telephone with the adjunct faculty to review and discuss the evaluation
- set teaching goals if the adjunct may be teaching additional courses in the future
- make suggestions for improvement of teaching
- document the meeting by having both the adjunct faculty member and evaluator sign the evaluation form
- submit the completed form and supporting documents to the program director (or designated administrator) who makes course assignments

The program director (or designated administrator) will review the evaluation and then submit it to the Executive Dean's office for electronic archiving. The file naming convention is lastname_firstname_semester_year. The Provost Office, Deans, and Program Directors will have access to the archives.

If a program director (or administrator) is interested in making additions to the evaluation procedures and form to reflect best practices of the particular discipline, they will submit these additions to the Provost Office for review and approval by the Provost and Director of Human Resources before modifying the form.

Philadelphia University
Academic Affairs
Evaluation Procedure Schedule

1. For those Adjunct Faculty teaching at Philadelphia University for the first time:

- Upon employment, the program director or course coordinator will review the evaluation procedures, including the observation component, with the adjunct faculty member
- During the first month of the semester, the program director or course coordinator will check in with adjunct faculty either by email, phone or in person to see if there are any questions concerning the course
- During the semester, preferably by midterm, the Observation of Teaching will be conducted, the University's Teaching Observation form completed, and a meeting with adjunct faculty member for review of the observation. The classroom visit will be scheduled in advance with the adjunct faculty member. The observer will be as non-disruptive to the classroom setting as possible
- After the semester ends when student evaluations of teaching are available, the evaluator will meet in person or by telephone with the adjunct faculty member for discussion of the complete evaluation
- By the start of following semester, the evaluator will submit the evaluation documentation to the Executive Dean's office
- If there are no recommended items for follow-up, and the adjunct faculty member continues teaching courses, whether regularly or intermittently, another complete evaluation will be performed during the 4th academic year after the adjunct faculty member first taught as an adjunct faculty member
- If there are recommended items for follow-up, another complete evaluation of the teaching effectiveness of the adjunct faculty member will be performed during the next semester in which the adjunct faculty member teaches

2. For all Adjunct Faculty teaching at Philadelphia University:

- The evaluation procedures for an adjunct faculty member who continues teaching courses, whether regularly or intermittently, normally will occur during the 4th academic year after the most recent evaluation was performed
- Yearly, the program director, course coordinator or administrator (as appropriate) reviews Student Evaluations of Teaching for adjunct faculty members. The program director/coordinator/administrator will submit the results to the Executive Dean's office for archiving
- The Student Evaluations of Teaching or a student classroom related complaint can result in an evaluation being performed earlier than the 4th academic year

Implementation Timeline

As the University phases in a formalized process of current practices of review of the teaching effectiveness of adjunct faculty, each program will develop a staggered four year roll out plan for conducting initial reviews of all adjunct faculty. However, a complete review of all adjunct faculty teaching at the university for the first time in AY 2015-16 will be completed prior to Fall 2016.