

Ocean County College, Toms River, NJ

PERSONNEL
Adjunct Faculty
Performance Evaluation #3112.2

POLICY

All adjunct faculty will be formally evaluated during each of the first three semesters of teaching and annually thereafter, unless it is deemed necessary to do evaluations more frequently by the Dean/Assistant Dean, Provost, the Vice President of Academic Affairs, or his/her designee.

The Dean/Assistant Dean, the Provost, and/or designee will review the classroom observation with the adjunct instructor within three weeks of the observation. A copy of the completed evaluation form will be sent to the adjunct instructor and a copy will be placed in the adjunct instructor's personnel file. The procedures for the Student Reaction forms for full-time faculty will be the same for adjunct faculty.

ADOPTED: June 23, 2003
Revised: July 27, 2009
Revised: April 26, 2010

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PROCEDURE

The evaluator will be the appropriate Dean/Assistant Dean, the Provost, or designee as determined by the Vice President of Academic Affairs.

The evaluation will consist of two instruments: (1) the Classroom Observation Forms 3112.2-1 / 3112.2-DL1 and (2) the Student Reaction Forms 3112.2-2 / 3112.2-DL2. The Student Reaction Forms will be administered to all sections taught.

ADOPTED: July 28, 2009
Revised: June 21, 2011