**Procedure for the Evaluation of Adjunct Faculty – North Florida College**

Per NFC Board Policy 2.55, part-time (adjunct) faculty shall be evaluated regularly.

Adjunct faculty members shall be evaluated by the instructional supervisor in their first term of employment with the College.

Adjunct faculty who have received a “Satisfactory” or above rating on the first evaluation and are subsequently re-employed may be evaluated annually thereafter, depending upon the need as determined by the instructional supervisor and dean.

Prior to the evaluation conference, adjunct faculty may provide their instructional supervisor with materials that they wish to have considered as a part of their evaluation. The supervisor may also request materials related to the evaluation form.

Supervisors shall review course syllabi, student course evaluation results, online course materials and websites, and any materials provided by the adjunct faculty; perform a classroom visit; and complete the evaluation instrument.

The instructional supervisor shall conduct a conference with the adjunct faculty member to review the comments/ratings.

If the adjunct faculty member disagrees with any part of the evaluation, he/she may comment on the instrument or attach comments to the instrument. An attachment must be provided to the instructional supervisor within three working days after the conference.

Adjunct faculty members must sign the evaluation instrument indicating that they have read and understood the comments and ratings.

Completed evaluation instruments for adjunct faculty shall be maintained by the designated instructional supervisor and a copy shall be provided to the Office of Academic Affairs to be maintained in the adjunct’s limited access file.