



## Adjunct Faculty Review Guidelines

In its efforts to meet the requirements of accrediting agencies and to offer all of our students the finest educational opportunity, the university now requires reviews of adjunct faculty in addition to the formal reviews that have long been institutionalized for full-time faculty. The Department of Theology and Religious Studies supports this effort, believing that feedback is important to all of us as we continue to grow as instructors. To implement this initiative, the department has created an Adjunct Faculty Review Committee and approved the following guidelines for adjunct faculty review.

1. Adjunct faculty should undergo review and feedback in the first academic year that they teach at USD and thereafter on a two-year cycle.
2. Reviews will be organized by the Adjunct Faculty Review Committee, which shall be chaired by the department chair and consist of at least two other full-time faculty members appointed by the chair.
3. It should be clear to all involved that the adjunct review process is intended to elicit feedback *from* adjunct faculty as to how well the department and the university are supporting them in their work, as well as provide feedback *to* the adjuncts to help them grow as instructors.
4. Individual reviews will be organized by a member of the committee—the “review mentor,” to be designated by the committee—under the general supervision of the chair and the committee.
5. The review will include the following steps:
  - a. a written request from the chair asking the adjunct professor to participate in a review, indicating name of the designated review mentor
  - b. a consultation between the review mentor and the adjunct professor to agree on process and timing
  - c. an examination of syllabi and other teaching and/or testing materials by the review mentor and at least one other member of the committee
  - d. a review of student evaluations since the last review (but covering no more than four semesters) by the review mentor and at least one other member of the committee

- e. one or more classroom observations by the review mentor and, optionally, other members of the committee
  - f. a meeting of the review mentor—and any other observer(s)—with the adjunct professor to discuss observations and/or make recommendations based on the observation and other data
  - g. a summary letter of evaluation, written by the review mentor, to be sent to the adjunct professor after approval by the chair of the department
  - h. an opportunity for the adjunct professor to provide a written response to the summary letter, if he or she so chooses, with copies to the review mentor and the chair
  - i. finally, a meeting with the chair to discuss the outcome of the review
5. Both the note initiating the review and the summary letter should invite the adjunct professor to take the review as an opportunity to communicate any thoughts as to how the department might better support her/his own tasks and time at USD.

The department wants to assure all concerned that we value adjunct faculty highly as colleagues. We are aware that the prospect of review, especially if one has not experienced it before, can be daunting. This is only to be expected. The department, however, is committed to making the experience one of respect, affirmation, and growth.

Revised: March 13, 2007