PROCEDURES FOR IMPLEMENTING ADJUNCT PERFORMANCE EVALUATIONS

1. Adjunct faculty shall be evaluated annually at the same time regular faculty are evaluated.

   **EXCEPTION**
   Performance evaluations are optional for adjunct employees whose employment with the university in that role does not exceed ninety (90) calendar days during the evaluation period.

   *Note: This exception does not apply for adjuncts who teach a course during a term that is 90 calendar days or shorter (e.g., Summer A, B, or D terms). Such personnel must be evaluated in accordance with the procedures outlined in this document.*

2. More than one evaluation may be completed during the same evaluation period if desired (e.g., one evaluation for each term taught), however, this is not required unless the individual has worked as an adjunct in multiple units. In cases where an individual is employed as an adjunct in more than one unit, each unit in which (s)he is employed should complete an evaluation.

3. The employee’s immediate supervisor(s) shall prepare a written evaluation utilizing form **AA-17a Performance Evaluation of Adjunct Faculty**. When preparing the annual evaluation, the person(s) responsible for evaluating the employee shall consider, where appropriate, information from the following sources: students, peers, employee/self, other UCF officials who have responsibility for supervision of the employee; and individuals to whom the employee may be responsible in the course of his or her assignment, (e.g., appropriate committee chair).

4. Adjuncts should be notified by the regular faculty evaluation deadline their evaluations are complete and available for their review.

5. Adjunct performance evaluations are to be signed by the evaluating supervisor and, if different, the department chair or unit director **prior to** being distributed to the adjunct for review, comment, and signature.

6. A good faith effort should be made to obtain the adjunct’s signature on the evaluation as an acknowledgment of receipt. It is strongly recommended to document this effort, particularly in cases where the unit is unable to secure the adjunct’s signature.

7. The original evaluation signed by all appropriate parties should be retained in the adjunct employee’s evaluation file in the dean’s or vice president’s office of the unit that completed the evaluation.
8. If the evaluation reveals a performance deficiency, several remedial courses of action may occur. As appropriate, possible means of addressing the performance deficiency may include, but are not limited to:
   - instruction or counseling by the supervisor;
   - assistance provided by the supervisor with the preparation of syllabi, exams, assignments, etc.;
   - required attendance at workshops or other applicable training sessions to improve performance;
   - removal from the list of those individuals who will be asked to return to teach or perform other duties for the department or unit.

9. Compliance with the above procedures will be monitored as part of the university’s internal auditing process.

DEFINITIONS

Adjunct faculty. Adjunct faculty include all personnel accepting an Adjunct Employment Agreement with the University of Central Florida.

Evaluation period. For purposes of adjunct performance evaluations, the evaluation period shall be the academic year beginning August 8th, and shall include the preceding summer as appropriate.

CONTACT INFORMATION

Should you have any questions regarding implementation of adjunct performance evaluations, please contact the Office of Faculty Relations at 407-823-1113.