PERFORMANCE FEEDBACK PROCEDURES
FOR ADJUNCT FACULTY

Performance feedback, professional development opportunities and continuous improvement of teaching are recognized as an essential part of the Learning College philosophy. Adjunct faculty are observed and provided performance feedback to maintain quality standards in the instructional process. This process provides opportunities to maximize student learning, to support professional development of adjunct faculty, and to promote the inclusion of adjunct faculty into FCC’s Learning College culture. The adjunct performance feedback includes observation of teaching, monitoring of essential functions outlined on the job description, and student course evaluations.

Guidelines

- The department chair or designee (program manager, faculty member, academic administrator) provides performance feedback to adjunct faculty utilizing the classroom/online observation procedures.

- All adjunct faculty are observed during the first semester’s teaching. The frequency of classroom observation after the first semester is based on the judgment of the department chair, program manager and/or Associate Vice President/Dean and feedback from student evaluations.

- Observations follow the sequences suggested below.

Prior to Observation

1. The department chair or designee should contact the adjunct faculty member to arrange observation date and location.
2. The observer will provide the adjunct faculty with classroom observation criteria.
3. The observer will request the adjunct’s objectives for the day and a brief explanation of how they support the Core Learning Outcomes of the course.
4. Observations are planned for a minimum of one hour and fifteen minutes.

During the Observation

1. Department Chair or designee observes arranged class utilizing the 2008 approved observation form and behavioral criteria.
2. The adjunct faculty member is free to select what the observer will see (discussion, group work, lecture student presentations, etc.) and the observer will adjust what he or she evaluates re: behavioral criteria in each category (teaching/learning techniques, communication skills, group discussion/lab techniques) to fit the situation.

After the Observation

1. Department Chair or designee provides feedback to adjunct faculty within one week of observation. (on-line, phone, conference).
2. A written report utilizing the observation form is provided to adjunct faculty as evidence of teaching effectiveness.
3. The adjunct faculty member being observed is provided an opportunity to respond to the feedback.
4. Signed observation forms are returned to department chair by the adjunct faculty and filed at the department level, and the adjuncts are given a copy for their files.
5. Observation forms are available for reference by the department chair, the appropriate Associate Vice President/Dean and the Vice President of Learning.
6. Since giving feedback to adjuncts is vital in assuring quality teaching, a part of the performance evaluation of department chairs, program managers and coordinators (and their designees) will measure how effectively those observers are evaluating their adjuncts, with special attention paid to the quality of the feedback and how closely the procedures are followed.