

Central Virginia Community College Policies
IV - Employment Policies and Information
Evaluation of Adjunct Faculty



Policy #:	CVCC0085
Effective:	__/__/__
Last Reviewed/Revised:	10/14/2022
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

Adjunct Faculty Evaluation Plan

Central Virginia Community College adjunct faculty, to include faculty teaching dual enrollment classes, are evaluated using the following criteria:

All adjunct faculty are formally evaluated during their initial teaching experience with the College. The evaluation is conducted by the Associate Vice President, Program Head, Program Coordinator, or Department Coordinator during the first semester of teaching utilizing the Classroom Visitation Evaluation Form. The evaluator shares the results with the adjunct faculty member. A copy of the Classroom Visitation Evaluation Form is provided to the faculty member and is maintained in the Academic Division Office. The Associate Vice President maintains a log indicating completion dates of the Classroom Visitation Evaluation Forms. Additional classroom evaluations may be required if student evaluations indicate concerns with teaching performance.

All adjunct faculty are required to administer student evaluations for each course they teach. The results of the student evaluations are tabulated and reported on the Student Course Evaluation Summary. These results are shared with the adjunct faculty member.

The Associate Vice President signs and dates the Student Course Evaluation Summary to confirm that the results were reviewed. The Associate Vice President maintains a log indicating the date of the review of the student evaluations. Copies of the Student Course Evaluation Summaries will be kept in the Academic Division Office.

All adjunct faculty are required to submit a syllabus to their respective Associate Vice President for each course they are assigned each semester. The Associate Vice President, Program Head, Program Coordinator, or Department Coordinator reviews each syllabus to ensure compliance with the requirements as prescribed in the Syllabus/Course Outline section of the Employee Resources Manual and to ensure that the course addresses all identified common student learning outcomes.