

## **Adjunct Faculty Evaluation Guidelines**

### **Charles R. Drew University of Medicine and Science**

#### **Purpose:**

The purpose of the evaluation is to identify professional development areas in each term and, further, to collect your input in determining retention or separation.

#### **Responsibilities:**

- The Office of Provost provides the list of adjunct faculty members requiring the semester-based evaluation to the Executive Director for Faculty Development and Assessment to administer the approved electronic processes for documenting the signed audit reports with adjunct faculty members and their program directors.
- Adjunct faculty members listed for the evaluation processes should complete their self-assessment portion within two weeks of the evaluation opening date emailed.
- Program Directors should review individual adjunct instructors' performance in each academic term. It is effective to assess from the 2021 Summer or recent semester as applicable. According to the practice guidance, CDU will need to discontinue adjunct faculty members who failed to receive their program directors' recommendation for retainment.

#### **Evaluation Criteria:**

The semester-based evaluation includes but is not limited to the contribution in Teaching, Professionalism, Program Citizenship.

#### **The Stepwise E-Processes:**

- The core three-step processes are as follows:
  - **Step-1. Adjunct Faculty Self-Assessment & Signature** (*within the second week from the opening*)
  - **Step-2. Program Director's Feedback** (*within the fourth week from the opening*)
  - **Step-3. Discussion & Program Director's Signature** (*completion within the seventh week from the opening*)
- Upon the completion of all three e-step-processes, the system will email a copy of signed documentation to:
  - Individual adjunct faculty member
  - Dean's Office associated
  - Office of Provost (contact: David Doyen, [daviddoyen@cdrewu.edu](mailto:daviddoyen@cdrewu.edu))
  - Program
- The appendix shows the Illustrated three-step processes (It has also been posted at <https://www.cdrewu.edu/about-cdu/Governance/Provost/OFDA/Reflection>

Appendix



**Adjunct Faculty Evaluation**  
Charles R. Drew University of Medicine and Science

Faculty Name:	<b>STEP 1</b>	Academic Term & Year:	<b>STEP 1</b>
College / School / Division	COM <input type="checkbox"/>	COSH <input type="checkbox"/>	SON <input type="checkbox"/>
	Research <input type="checkbox"/>	Other (Specify):	

Please make provide your assessment score between 1 and 10. CDU anchored rating description is as follows:

Score range	1-2	3-4	5-6	7-8	9-10
Accomplishment	<i>Not at all accomplished</i>	<i>Slightly accomplished</i>	<i>Accomplished</i>	<i>Very accomplished</i>	<i>Extremely accomplished</i>
Performance	<i>poor</i>	<i>fair</i>	<i>good</i>	<i>excellent</i>	<i>exceptional</i>
Expectation	<i>far below the expectation</i>	<i>moderately below expectation</i>	<i>meet the expectation</i>	<i>moderately above the expectation</i>	<i>far above the expectation</i>

TEACHING Course Number, Section & Name Taught in the Academic Term	Faculty Member's Self-Assessment (between 1 and 10)	Program Director's Feedback (between 1 and 10)
1		
2		
3	<b>STEP 1</b>	<b>STEP 2</b>
4		
5		

Faculty Comment:

**STEP 1**

PROFESSIONALISM	Faculty Member's Self-Assessment (between 1 and 10)	Program Director's Feedback (between 1 and 10)
1 Comply with CDU policies and procedures		
2 Attend in classes, meetings, and training	<b>STEP 1</b>	<b>STEP 2</b>
3 Show punctuality at work		

Faculty Comment:

**STEP 1**

PROGRAM CITIZENSHIP	Faculty Member's Self-Assessment (between 1 and 10)	Program Director's Feedback (between 1 and 10)
1 Collaborate with program faculty member and staff		
2 Demonstrate availability to the program student learning support	<b>STEP 1</b>	<b>STEP 2</b>
3 Contribute to program advancement		

Faculty Comment:

**STEP 1**

Program Director's Comment (including professional development needs):

**STEP 2**

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Program Director's Recommendation:  
Would you recommend the adjunct faculty member to retain for the next academic term?

Yes  No

We acknowledge that we have reviewed and discussed this evaluation.

**STEP 1**

Faculty Name (Print or Type)

**STEP 1**

Faculty Signature

**STEP 1**

Date

**STEP 3**

Program Director Name (Print or Type)

**STEP 3**

Program Director Signature

**STEP 3**

Date

*\* Note:* Review Process Guide (effective on July 1, 2021)  
CDU requires adjunct faculty evaluation in each semester via an electronic sign audit system.

<b>Step-1</b>	<b>Faculty Self-Assessment &amp; Signature</b>
<b>Step-2</b>	<b>Program Director Feedback</b>
<b>Step-3</b>	<b>Discussion &amp; Program Director Signature</b>
	<i>Then,</i>
	Copy to Faculty Member
	Copy to Dean & Office of Provost (Contact: David Doyen)
	File the Original in the Program

## Reminder for New Program Directors (PD):

**Re Step 2 (PD's Feedback):** Please *click the link* you received in the email to open the forms filled by them to provide your assessment and feedback. **As you complete it, you will receive the automatic email for being ready for Step-3.**

**Re Step-3 (PD's Recommendation):** Some program directors may conduct a speedy process without necessarily having a virtual meeting with the individuals because they seemed to have a ongoing conversation with the adjunct instructor. Here is a general suggestion on how you conduct the Step-3 process with the individual faculty member.

At the Step 3, you can invite the instructor for a brief 1:1 (virtual or tele-) conference with you. Meanwhile, if you prefer to do it in person, you may conduct 15-20 min m/t.

- 1) As you have a moment for discussion, you can show (via virtual screen share function) or read your feedback (noted Step-2) via phone.
- 2) Let the instructor react to you and allow s/he have any questions.
- 3) You may address further your final recommendation direction (continuous retainment or status change).
- 4) Let the instructor have any further questions. Then, you may let the instructor leave. You can remind him/her that the final signed copy will be delivered as you will submit it.
- 5) As you make a reasonably informed process/conversation with the instructor (from 1 to 4 efforts), you can sign and submit. – You may be alone during the submission. Or, the instructor may stay.