



FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE

ADJUNCT FACULTY EVALUATION

Name

Department/Campus

Supervisor/Evaluator

Position Title

Date/Academic Year

I. Essential College Responsibilities for Adjunct Faculty

Select one	Upholds ethical standards and principles as identified in the Florida Code of Conduct for Professional Educators in Florida.
Select one	Complies with all applicable Florida Statutes regarding conflict of interest.
Select one	Accommodates students with special needs as identified by Disabled Student Services.
Select one	Follows procedures for the custody, use and protection of student records.
Select one	Follows procedures for the custody, use and protection of office equipment and college property.
Select one	Respects diverse populations.

Rating: Meets Standards Needs Improvement Unsatisfactory N/A

II. Basic Instructional Responsibilities for Adjunct Faculty

Select one	Meets administrative deadlines and utilizes the necessary technology for submitting NA grades, syllabus submissions, grade changes, exit tests, final exam grades, final grades and other deadlines as appropriate.
Select one	Responds promptly to communication (phone, email) from supervisor.
Select one	Maintains office hours (when applicable) relative to the number of courses taught.
Select one	Arranges for, prepares assignments for, and notifies supervisor in case of absence.
Select one	Meets class at times and duration in accordance with the approved class schedule.
Select one	Is available/responds to students via appropriately scheduled office hours, email and/or telephone.
Select one	Administers a final examination or other instructional schedules in accordance with College procedures.
Select one	Clearly specifies in syllabus and classroom discussion how class grades (points, percentages, averages, etc.) are determined and how final grade is

	assessed.
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Rating: Meets Standards Needs Improvement Unsatisfactory N/A

III. Criteria for excellence in teaching

Select one	Sets an appropriate level of difficulty in relation to course objectives and student preparedness.
Select one	Uses questioning skills for maximum effectiveness in learning.
Select one	Interacts well with and supports peers, supports department goals and activities.
Select one	Maintains effective and professional student communication and interaction.
Select one	Promotes an effective learning environment that engages students in the learning process.
Select one	Demonstrates diverse and effective teaching strategies.
Select one	Shows an enthusiasm and mastery of the subject matter.
Select one	Keeps current in both the disciplines taught and pedagogy.
Select one	Maintains professional development and/or professional certifications as required.
Select one	Prepares and distributes a comprehensive syllabus.
Select one	Provides a significant measure of instruction for each class.
Select one	Promotes academic success for all students.

Rating: Exceeds Standards Meets Standards Needs Improvement Unsatisfactory N/A

IV. Specific Criteria as established by in Departments and/or professional areas:

a.

b.

Rating (as applicable):

Exceeds Standards Meets Standards Needs Improvement Unsatisfactory

Overall Rating:

Exceeds Standards Meets Standards Needs Improvement Unsatisfactory

Summary Comments:

Criteria for an Exceeds Standards overall rating:

To receive an overall Exceeds rating, the person being evaluated may not receive any Unsatisfactory or Needs Improvement ratings in any section of this evaluation. Also, a majority (7 or more) of Exceeds ratings must be attained in section III. The weighting of criteria in section IV is at the discretion of the individual department.

Faculty Member Signature: _____ Date: _____

(signing this document by the faculty member does not necessarily indicate agreement with its content)

Faculty Comments: _____

Supervisor: _____
(Signature)

Date: _____

Supervisor: _____
(Printed Name)

Dean: _____
(Signature)

Date: _____

Dean: _____
(Printed Name)