

## ADJUNCT INSTRUCTOR APPRAISAL

1. Every adjunct instructor will be formally evaluated at least once per academic year.
2. A date and time for the instructional visitation is to be established by the instructor and supervisor.
3. Part I (Syllabus) and Part II are to be filled out by the instructor and given to the supervisor along with a copy of the syllabus at least 24 hours in advance of the class visit.
4. At the request of either the instructor or supervisor, an instructional visitation may be preceded by a conference for discussion of the instructional visitation process.
5. Part III and Part IV are to be filled out by the supervisor and returned to the instructor within one week of the visit.
6. A follow-up conference to evaluate strengths, weaknesses, and other suggestions for improvement will be held within two weeks after the visit.
7. Signatures are to be added after completion of Parts I through VII.

NAME \_\_\_\_\_ COLLEGE \_\_\_\_\_

DIVISION \_\_\_\_\_ DATE OF VISIT \_\_\_\_\_ TIME \_\_\_\_\_

LOCATION \_\_\_\_\_ COURSE \_\_\_\_\_

PART I: SYLLABUS ( ) DATE OF SUPERVISOR REVIEW \_\_\_\_\_

- |          |  |          |  |
|----------|--|----------|--|
| _____ a. | course title and number                                      | _____ e. | course objectives                      |
| _____ b. | course description   | _____ f. | course outline (units or subdivisions) |
| _____ c. | prerequisites, if any  | _____ g. | evaluation procedure                   |
| _____ d. | required/ recommended materials such as texts, manuals, etc. | _____ h. | attendance policy                      |

\_\_\_\_\_ Standard syllabus prepared by the division is being used.

PART II: CLASS SESSION/LEARNING EXPERIENCE DESCRIPTION

1. Briefly describe your objectives for this class session/learning experience in relation to the overall course plan.
  
2. Describe the method of instruction to achieve these objectives.
  
3. How will the students participate?

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### PART III: CLASS SESSION/LEARNING EXPERIENCE REVIEW (Supervisor's Comments)

1. The objectives for the class session/learning experience were achieved.  
Comments:
  
2. The method of instruction was appropriate in meeting the objectives.  
Comments:
  
3. The instructor was well prepared for the class session/learning experience.  
Comments:
  
4. The instructor communicated effectively with students.  
Comments:
  
5. The instructor clarified the objectives for the students.  
Comments:
  
6. Students participated in activities as expected by the instructor.  
Comments:
  
7. Support materials (media, manuals, equipment) were appropriately and effectively utilized. (Note if not applicable.)  
Comments:

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### PART IV: CLASS VISIT APPRAISAL

1. Supervisor Comments/Suggestions:

2. Instructor Comments:

### PART V: STUDENT SURVEY OF INSTRUCTION

Comments:

PART VI: OTHER AREAS OF CONSIDERATION (staff development, attention to administrative detail, department meetings, etc.)

### PART VII: OVERALL EVALUATION OF PERFORMANCE

Effective       Needs Improvement\*       Unacceptable\*

1. Supervisor's Comments (\*required):

2. Instructor's Comments:

Date of Follow-up Conference \_\_\_\_\_

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Instructor Date

\_\_\_\_\_  
Division Dean Date