

Evaluations (of Adjunct/Part-time Faculty)

a. Peer Review of Course Portfolio

Adjunct/part-time faculty peer review of course portfolio is normally done by a committee composed of one or more faculty in the discipline offering the course. The following describes the process and the schedule for the review.

1. Adjunct/part-time faculty teaching the course for the first time – The chair or their designee will request adjunct/part-time faculty to submit their course portfolio at the mid-point in the semester. The chair or their designee will give the portfolio review committee's written evaluation of the course portfolio to the faculty member and discusses the portfolio evaluation with the faculty member within one week after the submission of the portfolio by the faculty. A copy of the peer evaluation of course portfolio must be submitted to the Dean.
2. All adjunct/part-time faculty including faculty teaching the course for the first time – The chair or their designee will request adjunct/part-time faculty to submit their course portfolio no later than two weeks after the last day of classes for the semester. The chair or their designee will give the portfolio review committee's written evaluation of the course portfolio to the faculty member and discusses the evaluation of the portfolio with the faculty within two weeks after the submission of the portfolio by the faculty. A copy of the peer evaluation of course portfolio must be submitted to the Dean.

b. Evaluation of Teaching

The department chair will give each adjunct/part-time faculty member a written evaluation of teaching of the first semester of teaching at Old Dominion University shortly after the student surveys become available. The chair's evaluation is usually based on the peer review of course portfolio, course grade distribution, student survey of the course, and any other information available to the chair. A copy of each evaluation will be submitted to the dean.

In case the chair's evaluation of adjunct/part-time faculty's performance after the first semester indicates a marginal performance, and if the decision is to assign the adjunct/part-time faculty member the same course for the second time, the chair will evaluate the adjunct/part-time faculty's performance after the second semester, and may assign him/her the same course in the future only if the adjunct/part-time faculty's performance meets or exceeds expectations.

All adjunct/part-time faculty will be evaluated at least once a year for each course they teach in that year. Ordinarily a faculty member's teaching performance in courses that have been evaluated for fall will not be evaluated in spring or summer of that academic year.