



Evaluating Adjunct Faculty Performance

Section 4.2 of the LTU Faculty Handbook states: “Part-time faculty have the right to receive written performance reviews by their Department Chairperson or division head. The review shall include teaching aspects of their performance. Such reviews shall include a performance evaluation or other special assignment performance by the appropriate supervisor. Evaluation copies shall be available to respective faculty members with right of written response.” The processes used by Lawrence Tech departments to evaluate their adjunct faculty members are summarized below.

- **Architecture** – The Chair receives input from coordinators, staff, and students and reviews course evaluations. The Chair reviews section average GPAs and pass on comments to coordinators to discuss GPAs with adjuncts whose classes are above or below the norm. An evaluation form is prepared which includes a list of courses taught, strengths, areas of development, student course evaluations, and remarks. Adjuncts are allowed to continue (with or without conditions), are suspended, or are not recommended for rehire.
- **Art & Design** – Adjuncts are encouraged to use a mid-semester review and end-of-semester reviews are required. Results are reviewed by the Chair and discussed with adjuncts during a performance review. Low response rates for student evaluations are a concern.
- **Civil Engineering** – Adjuncts are evaluated at the end of each semester based on end-of-semester student evaluations and assessment of learning objective attainment. The Chair reviews student evaluations of instructor performance and the Coordinator reviews student learning assessment. The Chair and Coordinator decide whether an adjunct needs additional mentoring, development, or termination.
- **Architectural Engineering** – The Director encourages adjuncts to set aside class time for students to complete mid-semester and end-of-semester evaluations. Mid-semester evaluations provide the opportunity for adjuncts to correct any issues in the classroom. The Director also hears student comments during student advising meetings.
- **Electrical & Computer Engineering** – The Chair visits the classroom of each new adjunct to observe and then makes appropriate recommendations. The Chair reviews GPA distribution, end-of-semester course evaluations, and sometimes the instructor's exams.
- **Engineering Technology** – The Chair reviews end-of-semester course evaluations and addresses any issues with the adjunct. Students are encouraged to report any concerns about instructors early in the semester to corrective actions may be taken. Adjuncts who do not perform adequately are not rehired, and are rarely terminated during the semester.
- **Humanities** – The Chair and Director/Coordinator conduct classroom visits for long-term adjuncts every three years. Classroom visits are documented in areas of classroom management and instructor engagement. The Chair and Director/Coordinator use end-of-semester student evaluations to evaluate adjuncts.
- **Management** – Mid-semester and end-of-semester evaluations are conducted for all faculty members. Student evaluations are returned to faculty members after grades have been posted. The Dean reviews adjunct evaluations, addresses performance issues, and decides if adjuncts will be offered future teaching opportunities.
- **Math and Computer Science** – The Chair evaluates the performance of all adjuncts, but evaluates only selected adjuncts based on complaints, praise, or random selection. The Chair uses largely subjective information to perform the evaluation as little trust is put in formal course evaluations, student complaints, or discussions with faculty members.
- **Mechanical Engineering** – Adjuncts are evaluated in the same manner as full time faculty including the course evaluation process.
- **Natural Sciences** – Adjuncts are evaluated by the Chair using student course evaluations.