

Policy No. 3-37

Subject: Adjunct Evaluation

Last Revised: 05/04/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Human Resources	Deans of Academic Divisions	Vice President of Instruction and Student Services	VCCS Policy Section 3.0.8

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to evaluate adjunct faculty on a regular basis.

II. PERTINENT INFORMATION

- A. Adjunct faculty, including faculty teaching Dual Enrollment courses, represent an integral component of VHCC's academic programs. The College depends upon the expertise of these individuals to broaden the scope of its academic offerings.
- B. In order to maintain a core of quality adjunct faculty, evaluation of their instruction is necessary.

III. DEFINITIONS

- A. Adjunct Faculty: designated individuals employed to teach less than a full load on a semester-by-semester basis.
- B. Dual Enrollment: College courses taught by qualified faculty to students still in high school for which schools may choose to give high school credit.

IV. GENERAL GUIDELINES

- A. The procedure outlined in the Appendix, Section VII, gives the timetable for evaluation of adjunct faculty and the proper response procedure for adjunct faculty.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. SACSCOC Standard 6.3: The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of faculty members, regardless of contract or tenure status.

VII. OPERATING REQUIREMENTS

- A. Adjunct faculty will be evaluated on a regular basis by their respective supervisors or designees. Adjunct faculty should be observed during each semester of their first year of teaching, once during their second year of teaching, and once every two years thereafter. Additional evaluations may be conducted at the discretion of the supervisor.
- B. This evaluation will be based upon specific criteria including instruction, professional attributes, and consideration for student/individuals as a person. The supervisors or designees will provide the adjunct faculty with written and/or oral feedback regarding their performance. If an adjunct faculty disagrees with the feedback of the supervisor or designee, the adjunct faculty member may submit reports or rebuttals to the Vice President of Instruction and Student Services or to the President.