



## **Adjunct Faculty Performance Evaluation**

### **Purpose**

Stephen F. Austin State University recognizes that faculty performance should be regularly and systematically evaluated. This policy provides for adjunct faculty evaluation.

### **Persons Affected**

This policy applies to all university adjunct faculty and unit leaders.

### **Definitions**

Adjunct Faculty: part-time or full-time instructors intended to be temporary, with appointments made on a semester-by-semester basis as required to fill instructional needs beyond those that can be covered by current faculty.

### **Policy**

Adjunct faculty members will be evaluated annually for their performance of assigned duties, which will include teaching and may include other activities.

### **Procedures**

Adjunct faculty administrative evaluations should be used when considering reappointment.

For the evaluation, the academic unit head will review student evaluations of teaching and all material relevant to the performance of the adjunct faculty member.

The academic unit head will review the evaluation with each adjunct faculty member and provide a copy to the dean and faculty member.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

SFA HOP 04-118 Student Evaluation of Instruction

### **Responsible Executive**

Provost and Executive Vice President for Academic Affairs

### **Forms**

Adjunct Faculty Administrative Evaluation Form (available online from the Office of the Provost)



**STEPHEN F. AUSTIN  
STATE UNIVERSITY**

Handbook of  
Operating Procedures

Policy Number: 02-305  
Last Revised: N/A

### **Revision History**

September 1, 2023 (original)