

Fox School of Business

Request for Adjunct Evaluation form and Checklist

[Revised December 6, 2021]

I, _____ am making a formal request, today _____, for a formal evaluation by my department chair or designee.

Reason for review:

- Request for promotion/increased compensation
- Request for documented performance evaluation

Materials to be submitted by the candidate in order to receive a formal evaluation include:

- Updated C.V. including an indication of changed credentials such as new degrees earned or certifications completed.
- A teaching history including the term, course, section, and enrollment.
- A personal statement indicating departmental contributions in the areas of instruction, service or research beyond the duties outlined in semesterly appointment letters. (required only if the individual is requesting a promotion or increased compensation)
- University teaching evaluation summaries (SFFs) with both qualitative and quantitative data for all courses taught since the last evaluation request but including no more than the 10 most recent semesters. SFFs will not be used as the primary tool for evaluation except in the case of exceptional circumstances. The determination of exceptional circumstances is in the sole discretion of the university.
- Representative course syllabi -- for courses developed and/or revised by the candidate.
- Supplemental measures of performance may include classroom observation and evaluations such as peer reviews, a review

An evaluation will normally occur in the semester in which it is requested, provided the required resources are available and the request is made prior to the completion of the first 4 weeks of the fall or spring semester. If it cannot be done in the semester in which it is requested, it will be done in the next semester in which they are employed. Any changes in the adjunct's title or compensation will be effective in the first appointment immediately following the evaluation.

Signature

Date

I, _____ (Chair/Designee)

Support

Do not support

The requestion for promotion (if applicable)

Please add comments below:

Signature

Date