

# Treasure Valley Community College

Code: GCN-AR  
Adopted: 06/23/09  
Readopted: 10/14/09; 2/15/11; 6/15/21  
Orig. Code: AR 700-3

## Adjunct Faculty Evaluation Process

### Observation

The Department Chair, the Department Chair's designee of a tenured faculty member in the same department, Director of Correctional Education or the Vice President of Academic Affairs may conduct the teaching observation.

A teaching observation form will be used to complete the observation.

The completed observation form will be signed by the adjunct faculty member, the observer, and the Department Chair (if not the observer) or Director of Correctional Education. The form will be forwarded to the Vice President of Academic Affairs office, with the written evaluation, listed below.

### Student Evaluation

The student evaluation form will be used to complete the student evaluation.

The completed student evaluation form will be reviewed by the Department Chair or Director of Correctional Education, adjunct faculty member and the Vice President of Academic Affairs.

Student evaluation forms are stored in the Vice President of Academic Affairs office for two years.

### Written Evaluation

The adjunct faculty evaluation form will be used for the written evaluation.

The form will be completed by the Department Chair or Director of Correctional Education, signed by the adjunct faculty member, and reviewed and signed by the Vice President of Academic Affairs. The completed written evaluation, along with the observation form will be forwarded to the Human Resources office to be stored in the employee file.