

**ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES  
EAST GEORGIA STATE COLLEGE**

**NAME OF POLICY/ PROPOSAL:** Evaluation of Part-Time/Adjunct Faculty

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> New Course                | <input type="checkbox"/> New Degree Program        | <input type="checkbox"/> Changes to Degree Program Requirements |
| <input type="checkbox"/> Deactivate Course         | <input type="checkbox"/> Discontinue Course        | <input type="checkbox"/> Reactivate Course                      |
| <input type="checkbox"/> Discontinue Course        | <input type="checkbox"/> Deactivate Degree Program | <input type="checkbox"/> Discontinue Degree Program             |
| <input type="checkbox"/> Reactivate Degree Program | <input type="checkbox"/> Policy Revision           | <input type="checkbox"/> Statutes Revision                      |
| <input type="checkbox"/> Policy Proposal.          |  | <input type="checkbox"/> Other: _____                           |

**ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)**

Initiated and Submitted to APCC

James S. P... J.  
Signature

7-22-2020  
Date

Dean Approval:

Signature

Date

APCC Action: Approved  Denied  Returned  Tabled

Debra Sheaman  
Signature of Vice President for Academic and Student Affairs, Chair

7-22-2020  
Date

Comments: \_\_\_\_\_

APCC Chair submits to Faculty Senate

**FACULTY SENATE**

Faculty Senate Action:

Approved  Denied  Returned  Tabled

[Signature]  
Signature of Faculty Senate President

7/23/2020  
Date

Comments: \_\_\_\_\_

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs  
Note: Revisions to EGSC Statutes require approval of President's Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President's Cabinet and routing to President. Please indicate "EGSC Statutes revision" on this form.

President's (or designee's) Action: Approved  **PRESIDENT** Denied  Returned  Tabled

[Signature]  
Signature

Jul 23, 2020  
Date

Comments: \_\_\_\_\_

Distribution By:

[Signature]  
Signature

07/24/20  
Date

President retains original ACADEMIC POLICY/PROPOSAL ROUTING FORM

President's Office Distributes Copies To:

- Faculty Senate—President
- Academic Policies & Curriculum Committee—Chair/VPASA
- Chief of Staff/Legal Counsel

Date 07/24/20  
Date 07/24/20  
Date 07/24/20

## **Evaluation of Part-Time/Adjunct Faculty**

**The purpose of the part-time/adjunct faculty evaluation is to maintain high standards of instruction and student engagement. The results of faculty evaluation will be used for counseling part-time/adjunct faculty and for determining future course assignments. Faculty evaluation is achieved through two instruments: the East Georgia State College Student Faculty-Course Evaluation Questionnaire and the classroom observation form. Both instruments were composed and approved by the faculty of East Georgia State College. See the Faculty Handbook for copies of these forms.**

**The Student Faculty-Course Evaluation Questionnaire (Appendix 1) is administered for courses during the fall term each academic year. The Questionnaire may be administered in the spring term for new hires, if issues arise in the fall evaluation, or the faculty member requests a spring administration. The vice president for academic affairs and appropriate dean may initiate and must approve the spring administration. The objective section results are summarized for each course and each faculty member and are available to the vice president for academic affairs, deans, and faculty members. All Student Faculty-Course Evaluation Reports are filed with the executive assistant to the vice president for academic affairs for future reference, should the need arise for referencing these documents.**

**Classroom Observations for part-time/adjunct faculty Adjunct faculty are done in the first semester of employment and in the first semester of each new course assignment. Thereafter, at least once every 4 semesters. Additional evaluations may be initiated by the dean based on student feedback.**

- 1. The dean/chair/coordinators will schedule classroom observations with part-time/adjunct faculty.**
- 2. Part-time/adjunct faculty members will sign a statement indicating that they have been apprised of the content of the classroom observation.**
- 3. Part-time/adjunct faculty members will be given the opportunity to respond in writing to the classroom observation form.**
- 4. The dean/chair/coordinators will acknowledge in writing receipt of this response. The response and acknowledgment will also become a part of the record.**






# Evaluation of Parttime Adjunct Faculty

Final Audit Report

2020-07-23

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