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

<table>
<thead>
<tr>
<th>New Course</th>
<th>New Degree Program</th>
<th>Changes to Degree Program Requirements</th>
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<tbody>
<tr>
<td>Deactivate Course</td>
<td>Discontinue Course</td>
<td>Reactivate Course</td>
</tr>
<tr>
<td>Discontinue Course</td>
<td>Deactivate Degree Program</td>
<td>Discontinue Degree Program</td>
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<tr>
<td>Reactivate Degree Program</td>
<td>Policy Proposal</td>
<td>Statutes Revision</td>
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<tr>
<td>Policy Proposal</td>
<td>Policy Revision</td>
<td>Other:</td>
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</tbody>
</table>

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC

Signature

Date: 7-22-2020

Dean Approval:

Signature

Date

APCC Action: Approved [ ] Denied [ ] Returned [ ] Tabled [ ]

Signature of Vice President for Academic and Student Affairs, Chair

Date: 7-22-2020

Comments:

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action: Approved [ ] Denied [ ] Returned [ ] Tabled [ ]

Signature of Faculty Senate President

Date: 7-23-2020

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 [ ] Denied [ ] Returned [ ] Tabled [ ]

Date: Jul 23, 2020

Comments:

Distribution By:

Signature

Date: 7-24-20

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

9/19/18
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" History

Document created by Megan Scruggs (km scram@ega.edu)
2020-07-23 - 8:43:44 PM GMT - IP address: 168.22.244.136

Document emailed to Bob Boehmer (bboehmer@ega.edu) for signature
2020-07-23 - 8:44:09 PM GMT

Email viewed by Bob Boehmer (bboehmer@ega.edu)
2020-07-23 - 9:04:35 PM GMT - IP address: 104.47.55.254

Document e-signed by Bob Boehmer (bboehmer@ega.edu)
Signature Date: 2020-07-23 - 9:04:57 PM GMT - Time Source: server - IP address: 209.82.166.99

Signed document emailed to Megan Scruggs (km scram@ega.edu) and Bob Boehmer (bboehmer@ega.edu)
2020-07-23 - 9:04:57 PM GMT