

Annual Evaluation of Adjunct Faculty and Graduate Assistants with Teaching Responsibilities

A&M-Commerce Procedure: 12.99.99.R0.11

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Next Scheduled Review: January 13, 2019

Responsible University Office:

Office of the Provost and Vice President for Academic Affairs

Responsible University Administrator:

Provost and Vice President for Academic Affairs

The annual evaluation process for adjunct faculty and graduate assistants with teaching responsibility (GATs) at Texas A&M University-Commerce provides a system of feedback and support to: (a) increase transparency regarding expectations for teaching performance, and (b) facilitate the development of adjunct faculty and GATs in teaching and instruction. Results of this annual review are used to make decisions regarding the terms and conditions of the employment relationship between the university and the adjunct faculty members and GATs.

Criteria for Evaluation

Adjunct faculty members and GATs are evaluated on their performance in the area of teaching. Evaluation is based on university-wide and departmental criteria.

At Texas A&M University-Commerce teaching is considered to be the first priority and prime objective of the university. For more information on university-wide criteria as well as system-wide guidelines for evaluating teaching, see university Procedure [12.99.99.R0.11](#).

Specific measures and criteria used in annual evaluations will differ depending on academic department. Department heads/immediate supervisors in each academic department are responsible for identifying comprehensive measures and criteria for evaluating teaching suitable to the academic disciplines housed in their departments. However, the departmental criteria and measures for evaluating teaching of adjunct faculty members and GATs must be consistent with the general framework of the university-wide criteria.

Procedure for Evaluation of Teaching

New adjunct faculty and new GATs are evaluated at the end of their first semester of teaching. Returning adjunct faculty and returning GATs are evaluated annually at the end of the spring semester.

The department head/immediate supervisor will inform adjunct faculty members and GATs what instruments and methods (e.g., peer observation of classroom performance, teaching portfolio assessment) will be used to evaluate their teaching performance. These instruments

include but are not limited to the required *Adjunct and GAT Teaching Evaluation Form* and student evaluations. Please review university Procedure [12.99.99.R0.11](#) for more information regarding the evaluation of adjunct faculty and GATs.