

# 12.99.99.R0.11      **Annual Evaluation of Adjunct Faculty and Graduate Assistants with Teaching Responsibilities**



Approved January 13, 2014  
Next Scheduled Review: January 13, 2019

---

## **Procedure Summary**

---

The process for the annual evaluation of Adjunct Faculty and Graduate Assistants with teaching responsibilities (GATs) at East Texas A&M University has two major goals: to provide (1) a system to facilitate the development of teaching and instruction and (2) an annual evaluation (review of performance) of teaching, instruction, and facilitation of student learning for the purpose of making decisions regarding the terms and conditions of the employment relationship between the University and the Adjunct Faculty members and GATs.

Accomplishing the purposes mentioned above requires the active, joint involvement of the individual Adjunct Faculty member/GAT and his/her department head or immediate supervisor in developing an appropriate evaluation plan suitable to the particular responsibilities and strengths of said members of the teaching ranks of the University. This annual evaluation will facilitate the identification of opportunities for improvement and development of approaches to improve teaching effectiveness and enhance student learning. However, individual Adjunct Faculty members and GATs are to take the initiative in promoting their growth and development as teachers and facilitators of student learning.

---

## **Procedures and Responsibilities**

---

### **1 CRITERIA FOR EVALUATION**

The evaluation of faculty shall be based on university-wide and departmental criteria.

#### **1.1 University-wide Criteria**

1.1.1 Teaching is considered to be the first priority and primary objective of the University. System Policy *12.06 Post Tenure Review of Faculty and Teaching Effectiveness* lists the following ‘techniques’ as guidelines for evaluating teaching (not all need to be used in the evaluation of teaching):

1.1.1.1 Course syllabi including list of topics to be covered during the semester, specific course objectives, types of activities for the course, student evaluation procedures, and required reading assignments.

1.1.1.2 Faculty attendance in class.

- 1.1.1.3 Adherence to university and departmental policies.
- 1.1.1.4 Peer observation of classroom performance.
- 1.1.1.5 Departmental, college and university workshops on effective teaching.
- 1.1.1.6 Videotaping of classroom performance for review and analysis by faculty.
- 1.1.1.7 Portfolio assessment by departmental review committee.
- 1.1.1.8 On-campus technology centers and other innovative programs designed to educate and support faculty in their efforts to integrate new technology into their teaching.
- 1.1.1.9 Departmental in-service training.
- 1.1.1.10 Quality of instructional outcomes assessment by current and former students, employers of graduates, and faculty in graduate and professional schools attended by graduates.

## 1.2 Departmental Criteria

Department Heads/immediate supervisors in each academic department of the University shall be responsible for identifying measures and criteria of evaluating teaching, suitable to the academic disciplines housed in their department. The departmental criteria and measures for evaluating the teaching of Adjunct Faculty and GATs must be comprehensive and consistent with the general framework of the university-wide criteria stated above. As an example of a particular measure, department heads in each department shall develop a procedure for conducting the process of student evaluation of teaching. The following guidelines must be observed in developing that procedure:

- 1.2.1 Student evaluations in classes should be coordinated by the Department Head.
- 1.2.2 Teachers of record should not be present in a class when students evaluate them.
- 1.2.3 All records of students' evaluations should be maintained in the departmental office so they can be used in identifying teaching development opportunities and in future employment decisions.
- 1.2.4 Faculty members should be provided numeric scores and summaries of all evaluations for formative purposes.

## 2 EVALUATION PROCEDURE

- 2.1 Department heads shall communicate to their Adjunct Faculty and GATs what instruments/methods, in addition to the required *Adjunct and GAT Teaching Evaluation Form*, will be used in the annual review of their teaching performance.
- 2.2 Students will evaluate the teaching performance of Adjunct Faculty and GATs through the existing electronic evaluation form and Department Heads/immediate supervisors will use the results of such student evaluations in support of the annual review of Adjunct Faculty /GATs.
- 2.3 Department Heads/immediate supervisors shall forward the results of the student evaluation form(s) used to the Adjunct Faculty and GATs and summary of the overall evaluation of teaching performance to the Office of the Provost and Vice President for Academic Affairs.
- 2.4 Department Heads/immediate supervisors shall arrange a meeting with their Adjunct Faculty and GATs, including a technology-mediated meeting when appropriate, to discuss the evaluation and opportunities for improving their teaching effectiveness.
- 2.5 Department Heads/immediate supervisors and Adjunct Faculty/GATs shall sign the evaluation document.
- 2.6 Department Heads/immediate supervisors shall forward the original signed evaluation document for Adjunct Faculty/GAT to the Office of the Provost and Vice President for Academic Affairs.

### 3 SCHEDULE FOR ANNUAL EVALUATION FOR TEACHING

The following schedule will be used for annual evaluations:

- 3.1 New Adjunct Faculty and new GATs shall be evaluated at the end of their first semester of teaching.
- 3.2 Returning Adjunct Faculty/GATs shall be evaluated annually at the end of the spring semester.
- 3.3 Department Heads/immediate supervisors shall maintain copies of these evaluations in the departmental files and refer to them for future employment/teaching assignment decisions.

---

## Related Statutes, Policies, or Requirements

---

System Policy [12.06 Post-Tenure Review of Faculty and Teaching Effectiveness](#)

System Regulation [32.01.01 Compliant and Appeal Procedure for Faculty Members](#)

System Regulation [33.99.08 Student Employment](#)

University Procedure [\*12.01.99.R0.02 Annual Evaluation of Faculty\*](#)

University Procedure [\*32.01.01.R0.01 Grievance and Appeal Process for Faculty Members\*](#)

University Procedure [\*33.99.08.R1.01 Student Employee Grievance and Appeal\*](#)

---

## **Appendix**

---

[Adjunct and GAT Teaching Evaluation Form](#) is located on the Provost's webpage.

---

## **Revision History**

---

Revised November 7, 2024 (University Name Update)

---

## **Contact Office**

---

Office of the Provost and Vice President for Academic Affairs  
903.886.5439