

**School of Sport, Tourism and Hospitality
Management
Guidelines for Formal Evaluation of Adjunct Faculty
[Revised June 1, 2020]**

Per the TAUP contract ratified in December 2019, adjunct faculty have the right to request a formal evaluation by their academic department. A formal evaluation can be requested in order to (1) receive documented feedback on performance and/or (2) be considered for promotion and/or increased compensation. Multi-semester appointments are not permissible at the School of Sport, Tourism and Hospitality Management (STHM) due to the sequential nature of the curriculum.

- a. An adjunct may request a formal evaluation at any time, but no more than once during any 2 successive semesters of employment.
- b. An evaluation will normally occur in the semester in which it is requested, provided the required resources are available and the request is made prior to the completion of the first 4 weeks of the fall or spring semester. If it cannot be done in the semester in which it is requested, it will be done in the next semester in which they are employed.
- c. The request for an evaluation must be submitted to the department chairperson and the STHM Dean's Office (Jeremy.Jordan@temple.edu) using the Request for Adjunct Evaluation form and checklist (to be developed). Materials to be submitted by the candidate in order to receive a formal evaluation include:
 1. Updated C.V. including an indication of changed credentials such as new degrees earned or certifications completed.
 2. A teaching history including the term, course, section, and enrollment.
 3. A personal statement indicating departmental contributions in the areas of instruction, service or research beyond the duties outlined in semesterly appointment letters. (*required only if the individual is requesting a promotion or increased compensation*)
 4. University teaching evaluation summaries (SFFs) with both qualitative and quantitative data for all courses taught since the last evaluation request but including no more than the 10 most recent semesters. SFFs will not be used as the primary tool for evaluation except in the case of exceptional circumstances. The determination of exceptional circumstances is in the sole discretion of the university.
 5. Representative course syllabi -- for courses developed and/or revised by the candidate.

6. Supplemental measures of performance may include classroom observation and evaluations such as peer reviews, a review of course materials, student projects and/or assignments. (*optional*)

- An individual who is designated to make personnel recommendations may evaluate an adjunct teaching in their college/school at any time. Normally, an adjunct will be provided with at least one (1) week's notice of an evaluation. Under exceptional circumstances, the [university](#), in its sole discretion may conduct an evaluation without notice.
- If production of student work is requested, the adjunct will be allowed up to an additional week to assemble and provide the requested materials.

d. Those designated to make personnel recommendations (typically the department chair) will be responsible for reviewing submitted materials and conducting evaluations when requested. If a designee or committee is appointed, they will send a written summary of the evaluation to the department chair.

1. If the purpose of the evaluation is only to receive documented feedback on performance, the chair/designee/committee will evaluate materials and complete the performance evaluation section of the request for Adjunct Evaluation Form.
2. If the purpose of the evaluation is to request a promotion and/or increased compensation, the Chair will send a letter of recommendation to the Associate Dean indicating whether they support the promotion and /or increased compensation. If there is support, chair may provide recommendations for compensation and rank.
3. Decisions regarding promotion in rank or increase in pay resulting from an evaluation are in the sole discretion of the school/college. Adjunct faculty at the time of hiring are given the rank of "Instructor". Exceptions at time of hire and promotion requests may be considered based on experience, background, title at other institutions, or market conditions.
4. The evaluator will endeavor to provide the adjunct faculty member with a written summary of the evaluation within 30 calendar days of the receipt of all materials and classroom observation. The summary will be placed in the adjunct's departmental and personnel file.

5. An adjunct who receives an unsatisfactory evaluation may provide a written response to the department chair and the dean's office which will be placed in both the departmental and personnel file.