



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

Adjunct Evaluation Handbook

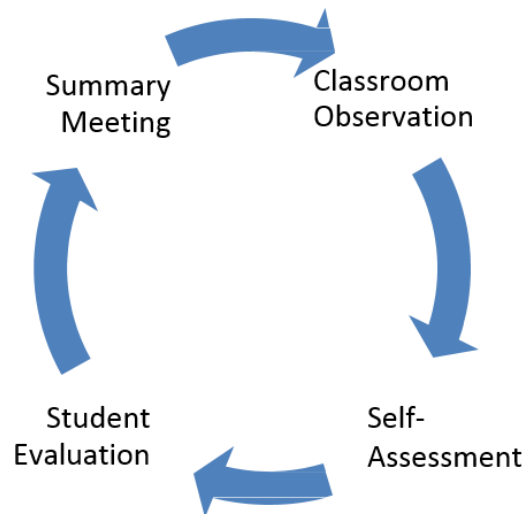
**For Adjunct and
Concurrent Instructors
2024-2025**

Adjunct Faculty Evaluation Procedures Great Falls College Montana State University

All new adjunct faculty members are evaluated during their first semester of teaching for the college. This includes instructors teaching dual credit classes concurrently in the high schools. After the first evaluation, returning adjunct and concurrent instructors will be evaluated at least once every three years. A follow-up evaluation for new instructors may be conducted sooner if deemed necessary by the Department Chair, Program Director, Division Director, Executive Director of Instruction, or CEO/Dean. Usually, the department chair or program director conducts these evaluations unless there is a specific reason for the division director to do so.

The Process

The evaluation process includes a classroom observation/course review, self-evaluation, student evaluations, and a summary meeting. The process is meant to create a cycle that ensures quality instruction for our students. For those teaching online, the classroom observation equals a review of the course shell.



Below are the steps in the process:

1. At the beginning of the semester, the evaluator will notify via email those to be evaluated and send them the necessary forms.
2. The evaluator will work with the instructor to schedule a classroom observation/course shell review.

- a. If the person to be evaluated is a concurrent instructor teaching at a high school outside of Great Falls, the evaluator can elect to have the person submit a video of their teaching instead of conducting an in-class visit. The video needs to be long enough to mimic a classroom observation. The instructor should check with the high school regarding any policies regarding videotaping students. The video can be focused to record only the instructor.
 - b. If the instructor teaches an online class, the instructor will need to add the evaluator to the course shell. The Teaching & Learning Center can assist with this.
3. The instructor completes the Self-Evaluation Form and returns it to the evaluator.
4. The evaluator conducts the observation/course review and completes the Instructional Evaluation Form used for both adjunct and full-time faculty observations.
5. Following the observation/course shell review, the evaluator shares the Instructional Evaluation Form with the instructor and discusses both the positive things observed and any areas of concern.
6. The evaluator reviews the student evaluations of the instructor.
 - a. If it is the first time the instructor is teaching, the evaluations will be available after the course ends.
7. The evaluator completes the Adjunct Evaluation Summary Sheet.
8. The evaluator conducts the summary meeting with the instructor during which the information gathered is reviewed and discussed, including the Adjunct Evaluation Summary Sheet itself. The meeting can be in person or virtual. Both individuals sign the Adjunct Evaluation Summary Sheet.
 - a. If it is the first time the instructor is teaching, the summary meeting can be held after the student evaluations are available and have been reviewed. This often will not be until the start of the next term but should be conducted in a timely manner while the information is still easily recalled.
9. The evaluator files the evaluation materials in the instructor's folder in Teams and updates the adjunct evaluation schedule, noting if a follow-up evaluation is needed outside of the regular three-year cycle.

All adjunct and concurrent faculty must submit any required documentation to be kept in their personnel and/or evaluation file.