Jacksonville State University
Adjunct Faculty Teaching Evaluation Form

Please complete and send to Dean's Office by _____

The supervisor should complete this form annually for each adjunct faculty member who teaches at least one course during an academic year.

Adjunct Faculty   _____
Reviewer   _____
School   _____
Department   _____
Academic Field   _____

Courses Taught Summer, Fall, Spring

Prefix/Number	Course Title	Semester	Year	Enrollment

Evaluate each of the criteria below, rating 4-0, basing your review on syllabi, students' grades, students' evaluations of teaching, direct student feedback to the Department Head, or other relevant measures.

Evaluation Criteria	Exceptional (4)	Exceeds Requirements (3)	Satisfactory (2)	Needs Improvement (1)	Unsatisfactory (0)
1. The instructor adhered to University policies, met deadlines, and supported the University mission.					
2. The instructor demonstrated professional behavior at all times.					
3. Course syllabi were carefully established, well-organized, and contained appropriate content and objectives.					

4. The instructor followed the syllabus or syllabi and clarified expectations of student performance.					
5. Grading criteria were clear and implemented as stated on the syllabus or syllabi.					
6. The instructor provided timely feedback and assignment of grades.					
7. The instructor was well prepared for all course activities.					
8. The courses demanded an appropriate level of intellectual rigor for students.					

Reviewer Comments:

Adjunct Faculty Comments:

NOTE:　　　Please attach a copy of Evaluation Kit results.

We acknowledge that we have reviewed and discussed this evaluation.

1) _____　　　_____　　　_____
　　Name of Supervisor/Reviewer　　　　　Signature of Supervisor/Reviewer　　　　　　Date

2) _____　　　_____　　　_____
　　Name of Adjunct Faculty Member　　　　Signature of Adjunct Faculty Member　　　　　Date

Original to Dept. Head
Copy to Supervisor/Reviewer (if not Dept. Head)
Copy to Dean
Copy to Adjunct Faculty Member