



Adjunct Instructor Teaching Rubric Evaluation

Instructor: _____ Course, Session: _____

Department/Program: _____ Learning Experience: _____

Date of Observation _____ Next Evaluation Due Date: _____

Confirmed Faculty Qualification Review (FQR) on file: Yes No

Guidelines for Use:

This rubric is to be completed by the Department Chair/Program Director or Designee. The completed rubric should provide context to aid in the continued development of the adjunct instructor.

Adjunct instructors should expect to be observed during their first session of teaching with UIU and minimally every three years thereafter. After an observation, the Department Chair/Program Director or Designee should meet with the adjunct instructor to go over the rubric and any areas of concern that may be noted. At the conclusion of the meeting, both parties will sign to indicate that a discussion took place. This acknowledgment by the adjunct instructor indicates that the discussion took place, but may not indicate agreement. If an adjunct instructor is in disagreement, they should provide a written document that explains their reasoning and submit it for inclusion with the Adjunct Instructor Teaching Rubric in their personnel file with Human Resources (HR). Adjunct faculty are contracted for one session at a time, serious concerns or repeated concerns may lead to nonrenewal at any point.

Department Chair/Program Director or Designee

Date

Adjunct Instructor

Date

Item	Elements <i>(this is not an exhaustive list)</i>	Evaluation
Content Expertise	<ul style="list-style-type: none"> • Demonstrates command of subject matter. • Exhibits knowledge about recent trends, findings, or principles within the discipline. • Uses relevant examples or demonstrations. • Links content to other areas within the field of expertise, to other fields or workplace environments. • Possesses appropriate licensure or certifications when applicable. 	
Instructional Delivery Skills	<ul style="list-style-type: none"> • Demonstrates interest and enthusiasm in the subject and the student learning process. • Demonstrates effective communication skills: writing, speaking, and listening. • Elicits student participation. • Provides feedback pertaining to assignments and tests in a timely fashion. 	
Course Management	<ul style="list-style-type: none"> • Actively engages in course management. • Processes course-related forms such as grade records, incomplete grade forms, finals grades, etc., in a timely fashion. • Effectively utilizes the LMS. • Completes general education rubrics when applicable. • Adheres to instructional time guidelines (Credit Hours Policy). 	
Performs to faculty standards and expectations appropriately	<ul style="list-style-type: none"> • Adheres to current syllabus template requirements. • Teaches courses as scheduled. • Is available and responsive to administrative contacts and students within 48 hours. • Provides weekly feedback and/or communication on student work in all modalities. • Uses assigned course text and/or access codes. • Uses technology effectively. • Encourages students to complete the student opinion survey and provides class time whenever possible. • Utilizes active engagement strategies. • Participates in mandatory assessment. • Adheres to all deadlines. • Complies with attendance policies and procedures. • Attends or completes all required training. • Holds a final class. 	
Suggestions for Growth		
Comments		