I. **Rationale for review**

Full time faculty members’ teaching is evaluated through the mid-probationary, tenure, and promotion review processes, as well as through the annual activity reports process. To be consistent with how we evaluate the teaching of full time faculty, to provide feedback and guidance to help adjunct faculty members with their teaching, and to ensure the University maintains the highest standards of teaching for all courses, adjunct faculty members’ teaching will be evaluated on an annual basis. Emeritus faculty members who teach part time as adjunct faculty must also undergo annual reviews of their teaching. Adjunct faculty members will undergo a more thorough review of their teaching at the two points at which they are entitled to pay premiums as indicated below. The criteria for evaluation of the adjunct faculty member’s teaching will be consistent with the criteria for excellence in teaching as outlined in the *Faculty Handbook* (*II.D.3a. Policies on Tenure and Promotion, Excellence in Teaching*, p. 43).

II. **Frequency of review**

A. **New adjunct faculty members**

   For adjunct faculty members who are new teachers at the University in the Fall Semester a review of teaching is optional between the Fall and Spring Semesters. A review of the new adjunct faculty member’s teaching must be completed after the end of the academic year.

B. **New and returning adjunct faculty members**

   All adjunct faculty members will undergo annual reviews of their teaching, in which all courses taught during the academic year will be evaluated.

C. **Pay premium reviews for adjunct faculty members**

   Adjunct faculty members are eligible for pay premiums beyond the base level adjunct pay: a 10 percent premium after 9 units of teaching and a 15 percent premium after 15 units of teaching at St. Lawrence University. Before rehiring the adjunct faculty member for a tenth (or sixteenth) unit of teaching and before giving these pay premiums, there will be a more thorough review of the adjunct faculty member, detailed below.

III. **Evaluation processes**

A. **Annual evaluation process for all adjunct faculty**

   On an annual basis, department chairs supervising an adjunct faculty member must complete a review of the faculty member’s teaching, following the procedures outlined below.¹

¹ In this document, the term chair includes program coordinators. Also, the term department is inclusive of academic departments and programs. For some adjunct faculty members, who work outside of departments or programs, the Associate Dean for Faculty Affairs is responsible for the review or for finding an appropriate reviewer.
1. Adjunct faculty members must submit the syllabus from each course taught for the department during the year and a brief statement that reflects on their teaching experience at St. Lawrence University during the previous academic year to the supervising chair(s).

2. The chair may request additional materials from the adjunct faculty member, such as assignments or examples of graded work, to assist with the review of the adjunct faculty member’s teaching. Classroom observation may be part of the review but is not required.

3. The chair must review the adjunct faculty member’s statement about the adjunct faculty member’s teaching, as well as the syllabus, the course evaluation forms, and students’ grades for each class taught for the department. In cases in which the course is dual listed, each department chair must review the adjunct faculty member’s teaching materials.

4. Based on the review of these materials, the chair must complete an adjunct faculty teaching evaluation form available from the Associate Dean for Faculty Affairs. A joint form may be filed if there is more than one supervising chair or each may submit a separate evaluation form.

5. The chair should share the form with the adjunct faculty member and then meet with him or her to discuss the review. The adjunct faculty member will be given the opportunity to add comments or responses to the evaluation, and adjunct faculty members must sign their evaluation forms.

6. The form must be submitted to the Associate Dean for Faculty Affairs (and to other relevant chairs if the course is dual listed) no later than June 30th (August 1st for adjuncts teaching in the Education Department and the First Year Program).

7. Copies of all adjunct faculty member’s course evaluations and students’ grades must be kept on file in the supervising department’s office. It is recommended that departments scan the course evaluation forms. Copies of the annual review form of adjunct faculty will be kept by the Academic Affairs Office.

8. An adjunct faculty member can submit a separate response to the review or to a meeting with department chair to the Associate Dean for Faculty Affairs, which will be kept by the Associate Dean’s Office.

9. If a department chair fails to complete a review or if an adjunct faculty member fails to participate in the review process, he or she cannot be hired again by that department until a review is complete.

B. Evaluation for pay premiums

Adjunct faculty members are eligible for pay premiums beyond the base level adjunct pay: a 10 percent premium after 9 units of teaching and a 15 percent premium after 15 units of teaching at St. Lawrence University. Before rehiring the adjunct faculty member for a tenth (or sixteenth) unit of teaching and before giving these pay premiums, there will be a more thorough review of the adjunct faculty member, supervised by the Associate Dean for Faculty Affairs. This evaluation for pay premiums review is not required for adjunct faculty members who have already received pay premiums.²

² Adjunct faculty members who have already received their 10 percent premium need to be reviewed for the 15 percent premium. Adjunct faculty members who have already received a 15 percent premium do not need to undergo this thorough review.
1. The review may begin as early as the semester in which the instructor is teaching the instructor’s 8th (14th) unit at St. Lawrence but generally will be completed before the instructor has completed a 10th (or 16th) unit of teaching at St. Lawrence. This review takes the place of an annual review for the year.

2. In order to be reviewed for the pay premium, candidates must submit to the Associate Dean’s office the following materials: course evaluations for every class taught (only evaluations for classes taught beyond the first review are required for the second review), course syllabi for each class taught (most recent syllabus in the case of the instructor teaching the course multiple times), and samples of graded student work. In addition, candidates must submit a personal statement that reflects on the candidates’ teaching at St. Lawrence University (not to exceed 1000 words).

3. Classroom observation reports are optional and up to the discretion of the supervising chair.

4. The Associate Dean will add the annual adjunct faculty teaching evaluation forms to the portfolio submitted by the adjunct faculty member, and the Associate Dean will request the instructor’s grade history and relevant course evaluation form summaries.

5. A committee consisting of the Associate Dean for Faculty Affairs and two former or current members of the Professional Standards Committee will be formed by the Dean of Academic Affairs to review the materials submitted by the adjunct faculty members under review. In addition, the Associate Dean for the First Year will participate in the review of adjunct faculty members who have taught in the FYP, and the Education Department Chair or appropriate program coordinator in Education will participate in the review of adjunct faculty who teach education courses.

6. The adjunct faculty member’s portfolio of materials (course evaluations for every class taught, course syllabi for each class taught, samples of graded student work, and the candidate’s personal statement) will be available for review in the department/program and an invitation will be sent by the supervising chair to any adjuncts who teach for that department/program to review the portfolio and send in letters of support for the candidate.

7. The criteria for evaluation of the adjunct faculty member’s teaching will be consistent with the criteria for excellence in teaching as outlined in the Faculty Handbook (II.D.3a. Policies on Tenure and Promotion, Excellence in Teaching, p. 43). For adjunct faculty teaching in the First Year Program, advising of first-year students will also be evaluated.

8. The review committee will make a recommendation to the Dean of Academic Affairs regarding the continuation of the hiring of the adjunct faculty member and the pay increase. The review should be completed before the beginning of the semester in which the instructor will be teaching a tenth (or sixteenth) unit at St. Lawrence.

9. The Dean will notify the adjunct faculty member and the relevant department(s) of the positive or negative decision of re-appointment upon conclusion of the review. The adjunct faculty member and/or the department may ask the Dean to reconsider a denial of continuation as an adjunct faculty member and must provide written statements to the Dean indicating why the adjunct faculty member should be rehired and the pay premium implemented.

10. The Dean will have the final decision regarding re-appointment and pay increases. The decisions of whether or not to continue hiring the adjunct faculty member and to provide the pay premium are not separable. However, the Dean may allow an adjunct faculty member to complete a terminal semester at their existing pay rate if the individual does not pass the review.
11. Once an adjunct faculty member has passed this more substantive review, the adjunct faculty member will continue to be evaluated under the annual review process outlined above to ensure that excellence in teaching continues.

Determination of continuation of employment of adjunct faculty

Based on the annual reviews, the Associate Dean for Faculty Affairs may deny a request by a department chair to rehire an adjunct faculty member for an approved adjunct-taught course. That denial may be appealed by the chair to the Dean of Academic Affairs.