

ANNUAL PERFORMANCE EVALUATION 2010-11

for **Adjunct Teaching Faculty (APE-A)**

Original in Evaluative File; Copy to Faculty

Name: _____

Department: _____

Total number of terms of employment as an OIT adjunct instructor: ____ Year First Hired at OIT: ____

Highest academic degree attained: _____ Year: _____ Professional Registration: _____

Credit hours earned beyond degree: _____

INSTRUCTION**Adjunct faculty will excel in instruction in the following ways:**

Demonstrate knowledge of subject matter, organize and deliver course materials to stimulate interest and discussion, demonstrate growth in instruction, employ a variety of assessment tools for evaluation of both teaching effectiveness and student learning, maintain student numerical evaluations at a departmentally established standard.

If the adjunct faculty member has developed or revised course curriculum to meet departmental and course objectives, or done instructionally-related professional development during the year, it should be noted here as well. [Professional development could include relevant outside employment, publications, grants, presentations, earning a higher degree, earning CEUs, conference attendance, book reviews, research or works of art, membership in professional organizations, participation in workshops/classes.]

Spring courses	sum	all	disc	students	Fall courses	sum	all	disc	students	Winter courses	sum	all	disc	students

All scores are summary averages.

For all course evaluation scores: report higher of raw or adjusted score

"courses" list the course number and section number in the appropriate term

"sum" summary average on 5 point scale

"all" Converted scores: summary average compared to IDEA database of all courses; mean score is 50

"disc" Converted scores: summary average compared to IDEA database of courses in the same discipline; mean score is 50

"students" Number of Evaluations / Number of Students Enrolled

Please delete these italicized instructions from your completed APE form; keep the condensed legend below for later readers

All scores are summary averages; "sum" Summary Average on 5pt. scale; "all" Converted score compared to IDEA database of all courses (mean score 50);

"disc" discipline-specific Converted scores; "students" # of evaluations / # of students enrolled; All scores show higher of raw or adjusted number

ANNUAL PERFORMANCE EVALUATION 2010-11
for **Adjunct Teaching Faculty (APE-A)**
Original in Evaluative File; Copy to Faculty

Department Chair _____ Date _____
or designee

I concur ()

I do not concur ()

No comment ()

Faculty Member _____ Date _____

Provost _____ Date _____
or designee