**Classroom Observation of Adjunct Faculty**

As is true for other non-tenured faculty, adjunct faculty should be evaluated yearly in every course by their students using the IDEA-Student Ratings of Instruction. In addition, they should be visited/evaluated by their department chair (or designee) and/or the VPAA during the semester. After the adjunct instructor has been teaching at Clarke for three (3) years continued observations will normally occur every third year as long as he/she is employed at Clarke.

**Pre-observation Meeting**

The evaluator and the instructor should meet prior to the classroom visit to select class sessions that would be appropriate for the evaluation. The evaluator may or may not inform the instructor of the exact date chosen for this visit.

Classroom visits will not be scheduled during written examinations or during the first or last week of the course unless requested by the instructor. The instructor may request another faculty member with content expertise to also visit his/her course(s).

**Observation Process**

Evaluations should be focused on the direct observation of at least one instructional period in classrooms, laboratories or other assigned places (i.e. clinical settings) where instruction takes place. These observations should at least be equivalent to a 50-60 minute class session. In the case of hybrid or online courses, the evaluator should also have access to the online portions of such courses.

**Post-Observation Feedback**

The evaluation should describe the instructor’s strengths and propose a plan for improving any significant weaknesses. A written summary of the observation shall be provided to the instructor within ten (10) days after the observation. An opportunity to discuss the written summary should be provided.