MEMORANDUM

To: Vice Presidents, Academic Deans, Department Chairs, and Directors

From: Janet Kistner, Interim Vice President
Faculty Development and Advancement

Date: April 1, 2015

RE: Evaluation of Adjuncts

Spring semester performance evaluations of adjuncts assigned as instructors of record are to be completed by May 18, 2015. Please consult, as needed, the FSU Policy on Evaluation of Instructors of Record (http://fda.fsu.edu/Policies).

Evidence of performance to be considered includes, for example, data from SUSSAI/SPCI responses administered consistent with university policy, peer and/or supervisory classroom visitations, and other relevant information.

Reappointment as an adjunct remains contingent upon the results of the evaluation. Please use the Adjunct Instructor Teaching Evaluation Form that is on the Office of Faculty Development and Advancement website for adjunct evaluations (http://fda.fsu.edu/Forms).