MEMORANDUM

To: Academic Deans, Department Chairs, and Directors

From: Dr. Janet Kistner
Interim Vice President Faculty Development and Advancement

Date: March 31, 2016

RE: Evaluation of Adjuncts

As a reminder, performance evaluations of adjuncts assigned as instructors of record are to be completed no later than three weeks after the close of each semester. Please consult, as needed, the FSU Policy on Evaluation of Instructors of Record (http://policies.fsu.edu/).

Evidence of performance to be considered includes, for example, data from 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 (http://fda.fsu.edu/).