

November 4, 2024

MEMORANDUM

To: Academic Deans, Department Chairs, and Directors

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

RE: Evaluation of Adjuncts – Fall 2024

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 (January 17, 2025 for Fall 2024 evaluations). Please consult, as needed, the [FSU Policy](#) on Evaluation of Instructors of Record.

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](#).