



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

MEMORANDUM

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

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

Date: January 22, 2024

RE: Evaluation of Adjuncts – Spring 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 (May 24, 2024 for Spring 2023 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](#).