



CCA Article Seven Adjunct Evaluation Procedures

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"Adjuncts shall be evaluated their first semester at a college. Upon receiving a satisfactory rating on the first evaluation, an adjunct shall be evaluated in the third year and every three years thereafter. The adjunct evaluation form shall note ADJ-1 for first semester evaluations and ADJ-3 for all subsequent evaluations."

- Evaluate 1st semester as ADJ-1
- If **satisfactory**, then evaluate every third year as ADJ-3
- **Optimally**, do evaluations in weeks 5-8 or 35%.
- Complete all evaluation process by the end of the semester



- Student Evaluations (every section)
- Peer Observations
 - May be the chair or an assigned fulltime faculty member
 - Every section 1st evaluation
 - Only one section in subsequent evaluations
- Evaluator makes recommendations based on Article 7.C.4
 - If unsatisfactory, observe again by a tenured faculty
 - If needs improvement, repeat evaluation next semester

- Peer Observations
 - Evaluation Summary
 - Student Evaluations
 - Administrative Assessment Review (Form Q)
 - Evaluation Cover Sheet (Form A)
 - SLO Narrative
- May need Faculty Service Survey*

