

YALE GORDON COLLEGE OF ARTS AND SCIENCES  
ADJUNCT FACULTY HIRING & EVALUATION PROCESS

Selection

*Criteria*

- Terminal degree desired or equivalent work experience (master's degree acceptable for undergraduate)
- Teaching and/or relevant work experience desired (University Writing Program requires higher education experience teaching writing)
- Vita must be provided  
\*note, HR requires official transcript for hiring

*Process*

- Advertising position: vacancy announcements on UB job site, word of mouth, emails to faculty at other schools, reach out to alums, etc.
- Review of vita by program director (PD)(or program director and chair)
- Phone or Skype interview (various number of faculty present; conducted by some divisions but not all)
- Campus interview (various number of faculty present) (optional; conducted by some divisions but not all)
- Teaching demonstration (optional; conducted by some divisions but not all)
- Feedback solicited from faculty (optional; conducted by some divisions but not all)

Hiring

- Decision on hire by PD or PD and chair or by those who interviewed candidate in some cases
- PD submits nomination form with PD and chair's signature to CAS Dean's office by deadline

Exception

- It is possible that exceptions may need to be made to the selection and hiring processes when an unexpected change occurs to the course schedule and/or in an emergency or last minute situation.

Evaluation

*Criteria*

- Effective communication
- Knowledge of subject
- Engage students in the learning process
- Effective syllabi, assignments, teaching materials

*Possible Tools* (determined by divisions)

- Student course evaluation reports
- Peer evaluations of classroom teaching (~30 minute classroom teaching visits by FT peer faculty)
- Instructor-provided course documents – syllabi, rubrics, handouts, other course materials
- Evidence of engagement – instructor participation in professional development, requests for collaboration, etc.
- Instructor self-evaluations (in some instances)
- Instructor-provided contextual statements prior to the peer classroom visit (in some instances)
- Instructor's response to her/his peer evaluation (in some instances)

- Teaching portfolios (desired of writing instructors)
- Consultation with other faculty on teaching issues

#### *Process*

- New adjuncts receive class visit by FT faculty member during first semester at UB
- Veteran adjuncts are peer evaluated once a year or once every 2 years (varies by division)  
*\*Note: some divisions have developed a classroom observation rubric*
- Student course evaluations are considered (some evaluators speak with students in the class)
- Written review of the classroom observation is provided to the adjunct (in most divisions)
- Consultations are provided for adjunct including review of syllabi or other course materials
- FT faculty peers or program directors may do the evaluating
- If there are problems: mentoring can be provided, PDs meet one-on-one with adjunct
- Adjuncts who receive below average peer or student evaluations may receive mentoring and assistance for the next semester (or not invited back) and if problems persist the instructor is not invited back to teach