

TO: Adjunct Faculty, Department Chairs

FROM: Suzanne Rosenblith, Dean Graduate School of Education

RE: Adjunct Instructor Teaching Evaluations

DATE: January 8, 2020

Effective immediately, all adjunct instructors will be provided with an annual evaluation of instructional effectiveness. These evaluations will be based on UB Course Evaluations. Department Chairs will review end of course evaluations and provide a written evaluation to adjunct instructors on their teaching effectiveness. Department Chairs may also elect to utilize additional evaluation techniques and should inform adjunct instructors of their intent to do so.

Written evaluations by department chairs should, at a minimum, indicate whether the adjunct instruction met minimum departmental standards for instructional effectiveness. Further, such reviews should also provide insight into areas for improvement, where necessary.

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