

# Faculty Tips:

## Reviewing Adjunct Faculty

Annual Administrative Review of faculty members ensures that all faculty members receive timely mentoring advice from unit administrators. Constructive review feedback supports a culture of continuous improvement and professional development and keeps open lines of communication about teaching and both student and faculty success.

### Purpose and Applications

- Annual Review ratings contribute to an important record of faculty accomplishment in support of future hiring and salary decisions.
- The annual review process can be used to request a mentoring interview and to reinforce professional development efforts and opportunities for faculty members.

### How to Conduct Annual Administrative Reviews

- Review the Learning Experience Surveys for your adjunct faculty members, as well as any teaching observation notes, syllabi, grade distributions, or student contact notes related to faculty performance.

Faculty members are rated in terms of quality of instruction, taking into account the course syllabus, instructional materials, organization, and consistency and effectiveness of delivery of instruction. They are also rated on student focus, which includes maintaining a professional, positive, and inclusive learning environment and being student-centered in terms of availability, communication, and interactions with students.

Rating terms are consistent with the evaluative definitions used in all faculty reviews. They range from ineffective through excellent. Any adjunct faculty member who earns an ineffective overall performance rating cannot be rehired as an instructor at USC Upstate.

- You may wish to consider drafting overall comments about your faculty members in a document where you can use spellcheck and copy and paste common language about performance categories in the areas of quality of instruction, focus on students, and overall performance.
- Go to the [Adjunct Faculty Review Form](#) in Microsoft 365. You may be prompted to sign in with your USC Upstate email username and password.
- Complete the questions in the Adjunct Faculty Review Form survey, including the year of the review period, the first and last name of the adjunct faculty member, the USC

For questions about adjunct faculty reviews, contact the Academic Affairs Human Resources Coordinator at 864.503.5317 or [boggsr@uscupstate.edu](mailto:boggsr@uscupstate.edu).

Upstate email address of the adjunct faculty member, your name, your unit, and the review ratings and overall comments. Please also indicate whether you wish to schedule a mentoring interview with the adjunct faculty member.

- Please note: It is very important that you always use the USC Upstate email address of your adjunct faculty member. Not only are reviews formal employment records that should be recorded within secure USC Upstate information networks, but the automated approvals process will only work with email addresses within the USC Upstate email network.
- Your adjunct faculty member will receive an automated confirmation email, and upon confirmation, you and Ryan Boggs will receive an email restating the ratings and comments and noting that your faculty member has confirmed receipt and/or requested a follow-up interview with you.

### **Important Note**

Adjunct faculty members should consistently use their USC Upstate email addresses throughout the term to interact with students, receive University notifications and news, and maintain access to university systems, such as the library and network computers.

Emphasizing the importance of checking this email is an important part of the hiring and onboarding process.

If you have some adjunct faculty members who do not regularly use their USC Upstate emails, it may be helpful to send a reminder to their external emails notifying them that confirmation of their review is required in order to complete this Human Resources process and maintain eligibility for future hiring and salary increases.

For questions about adjunct faculty reviews, contact the Academic Affairs Human Resources Coordinator at 864.503.5317 or [boggsr@uscupstate.edu](mailto:boggsr@uscupstate.edu).