



**Academic Affairs**  
1 East Jackson Boulevard  
Chicago, Illinois 60604-2287  
312/362-8875  
offices.depaul.edu/oa

*Office Location*  
55 East Jackson Boulevard  
22nd Floor

## **ADJUNCT FACULTY REVIEW**

Each academic unit will develop a written outline of their Adjunct Faculty evaluation process that will at least achieve these parameters.

1. All Adjunct Faculty -- every quarter: **Basic Review**
2. New Adjunct Faculty—after the completion of 4 courses (or equivalent): **Full Review**
3. Interim review: after the first Full Review a **Full Review** is triggered if Course Evaluations or other assessments indicate a review is in order
4. Established Adjunct Faculty -- every 4 years or less: **Full Review**

### **Basic Review:**

1. review of course evaluations and relevant course materials
2. review of student or faculty reported issues
3. follow up with faculty member on any issues requiring attention

### **Full Review**

1. review syllabi and course materials
2. review full course evaluations
3. review of student or faculty reported issues
4. review of teaching effectiveness as defined by the academic unit. Useful guidance on evaluating and defining teaching effectiveness (beyond OTEs) can be found on the DePaul Teaching Commons; see especially these pages, [Teaching Effectiveness](#) and [Teaching Observations](#).
5. written evaluation shared with the faculty member and opportunity for in person conversation