

## **Adjunct Faculty Survey Dig Review**

### **Overview:**

This proposal outlines the establishment of an Adjunct Instructor Survey Dig Review process that pertains to all Adjunct Instructors University wide.

### **Process for Determining Threshold**

The thresholds below were identified by reviewing two years of Survey Dig Aggregate Results data.

### **Adjunct Faculty Survey Dig Review Process**

Evaluators will review Survey Dig data for each of their Instructors on a yearly basis and Course Improvement Plan completion will be based on the following guidelines:

1. **New Instructors:** All new Instructors must complete the CIP at the end of their first academic year of teaching or teaching assignment, as in the case of an adjunct who teaches for only one semester.
2. **Consecutive University Core Low Threshold Rating on a particular Item:** If consecutive yearly Survey Dig results reflect repeat low threshold ratings in the same University Core item, an Evaluator should request that a CIP be completed.
3. **3 or more University Core Low Threshold Ratings:** If an Instructor has 3 or more of the 9 University Core items fall into the Lower level ranking, a CIP must be completed, and a meeting between the Evaluator and adjunct faculty member must be arranged.
4. **3 or more University Core Low Threshold Ratings for consecutive years:** If an Instructor has 3 or more of the 9 University Core items fall into the Lower level ranking for 2 consecutive years, a CIP must be completed and a meeting between the Evaluator, adjunct faculty member and the School administrator or College Dean must be arranged.
5. **Evaluator's Discretion:** An evaluator can request that a CIP be completed at any time, based on the Survey Dig results.