Adjunct Instructor Evaluations

All adjunct instructors who are teachers of record will be evaluated each semester. Evaluations will be conducted by either:

- The chair of the division or area in which the adjunct instructor is teaching
- The Associate Director or Director of the School of Music

The evaluation process will be a prescribed process for all faculty in the School of Music. The Associate Director will track evaluations and notify area faculty of the need to conduct evaluations.

The evaluation process is intended to be a formative process with the goal of improving the teaching skills and methodologies of our teaching assistants. To that end the process will provide written and aural feedback to the students a minimum of once each semester following observations of their teaching. Research shows that the most effective formative evaluations take place twice in a semester. If only conducting one evaluation per semester it is recommended that the evaluation take place in the first five weeks of classes so the graduate assistant has an opportunity to make formative changes during the remainder of the semester. If conducting two evaluations the first observation will take place early in the semester and should provide a critical assessment of the teaching assistant’s methodologies along with suggestions for improvement and growth. The second evaluation will take place late in the semester and should track growth based on the suggestions provided in the first observation along with additional suggestions for improvement. The evaluation form provided should be used along with additional comments from the supervisor. It is imperative that the supervisor’s suggestions for improvement are clearly delineated on the evaluation form in order to track the student’s growth in subsequent observations. As this is intended to be a formative process positive feedback is as important as negative feedback.

Procedures:

- The first observation is to take place prior to the end of the fifth full week of classes in each semester. In this observation the supervisor should only observe the teaching, not interact with the teaching assistant or the students in the class during the observation.
- The observation will be followed by a meeting between the supervisor and the teaching assistant. This meeting should take place no later than one week following the observation. At this meeting the supervisor will provide the student with a copy of the written evaluation form and will discuss the comments on the form along with any other issues pertinent to the assistant’s teaching techniques.
- It is imperative that the supervisor clearly delineate suggestions for improvement on the written evaluation form. A copy of the form will be retained by the supervisor for reference in the subsequent observation. The
original of the evaluation form will be forwarded to the Associate Director no later than the end of the sixth week of classes. The written forms will be kept as part of the student’s graduate file in the Admissions Coordinator’s office.

• *The second evaluation is to take place in the 12\textsuperscript{th} or 13\textsuperscript{th} week of classes. This provides the teaching assistant with a minimum of eight weeks to implement the suggestions for improvement provided in the first evaluation.

• As with the first observation this observation will also be followed by a meeting in which the teaching assistant will be provided a copy of the written evaluation and the evaluation will be discussed. Particular attention should be paid to the improvement of the assistant’s teaching and the level of success in implementing the suggestions provided in the previous observation.

• A copy of the written evaluation form will be retained by the supervisor for future observations. The original will be forwarded to the Associate Director no later than the end of the 13\textsuperscript{th} week of classes. The written forms will be kept as part of the student’s graduate file in the Admission Coordinator’s office.

* - not required