

Adjunct Mini-Portfolio Process Guidelines

Overview: Adjunct Mini-Portfolio Process

Adjunct faculty are integral to the success of Florida SouthWestern State College. The evaluation of adjunct faculty members on a continuing basis ensures delivery of high-quality instruction, meets departmental and institutional assessments objectives, and ensures that teaching and evaluation standards are congruous between adjunct and full-time faculty members. Adjunct faculty provide documentation to showcase their strengths and address their challenges through the mini-portfolio, classroom observation, and mentoring process.

Review Schedule

New adjunct/dual enrollment faculty members should begin the portfolio review process in the **first semester in which they teach** with a classroom or online observation by the adjunct faculty mentor (AFM) or Dean/Department Chair/Coordinator and the electronic submission of a mini-portfolio in Canvas by the second Friday in February. If the adjunct/dual-enrollment faculty member begins teaching in either the spring or summer semester, the mini-portfolio will be submitted during the following academic year, in February, and the observation will still take place during the first semester of teaching.

Former full-time faculty will begin the review process in the fourth year as an adjunct faculty member with subsequent reviews occurring every three years.

The next review cycle for returning adjunct faculty will occur **every three subsequent years**. All concurrent (dual-enrollment) faculty will go through the entire review process (mentor/classroom observation/mini-portfolio) on an annual basis. The classroom observation will normally take place during the Fall semester.

The Dean/Department Chair/Coordinator will review the portfolio for the academic year. Administration reserves the right to request adjunct faculty participation in the adjunct faculty mini-portfolio process outside of the established cycle.

In situations where the portfolio cannot be completed by the deadline, a deferment to the following academic year can be provided by the Dean/Department Chair/Coordinator. In cases where the observation cannot be completed by the deadlines established, adjunct faculty should upload as many documents as possible to complete the mini-portfolio. In situations where adjunct faculty are not teaching in the Spring semester, their portfolio will be due in the next semester in which they teach, according to the following deadlines: Fall - third Friday in November, Summer - last day of Summer B/Summer 1 (full session).

1. The Adjunct Faculty will receive information about the requirements of the portfolio via email correspondence at the beginning of the semester in which the evaluation process begins.
2. The Adjunct Faculty may receive guidance in constructing and submitting the portfolio by attending a workshop through the Teaching and Learning Center or by discussing the requirements with his or her adjunct faculty mentor.

3. Adjunct Faculty teaching in more than one discipline may initially choose the discipline in which they are evaluated; subsequent evaluations will alternate between disciplines. In some circumstances the Dean/Chair/Coordinator may require that the evaluation take place in a particular discipline. The adjunct faculty member must submit their Student Opinion Surveys (SOS) for all disciplines they teach and will have a classroom observation performed in all disciplines. Such faculty will have a mentor in each discipline in which they teach.
4. Department chairs will provide mentor assignments to the Teaching and Learning Center along with any changes affecting individual adjunct faculty member's regular review schedule by the third week in September.
5. TLC staff will create the electronic mini-portfolio in Canvas and provide adjunct faculty with access to the course by invitation, sent to each adjunct faculty member's FSW email. Enrollment invitations will be sent by the end of September and adjunct faculty members will electronically submit the mini-portfolio through Canvas by the deadlines established below. Extensions and deferments may be granted as needed (see above).
6. The portfolio will be reviewed by the appropriate Department Chair or Coordinator in Canvas using the attached Adjunct Faculty Portfolio Evaluation Rubrics.
7. The portfolio review/feedback will be housed in Canvas and may be reviewed at any time. Adjunct faculty should expect to receive feedback on their portfolio submissions in Canvas by one week after graduation following the spring semester.
8. If the portfolio reviewer recommends a 1-year evaluation cycle for the adjunct faculty member, that will be communicated to the Dean immediately after the portfolio has been reviewed.

Adjunct Faculty Mini-Portfolio Components

The mini-portfolio will include the components listed below. Adjunct faculty scheduled for review will join the mini-portfolio course and submit the components as assignments. Details for each component are provided in this document and in the Canvas course.

Part A: Reflection

Please respond to each of the following reflection prompts; if you completed these questions in a prior review, discuss how your perspective has changed or not changed since the last time you submitted the portfolio.

- What draws you to teaching at the college level? What is your passion and how do you bring it into the classroom? What is the most important personal characteristic you bring to the classroom? (*min 150 words*)
- How do you utilize student feedback from the Student Opinion Survey (SOS) and/or other forms of feedback? How do you interpret student feedback? (*min 150 words*)
- How do you stay current in your field? What professional development have you completed since your last review? What types of training do you attend? Does your career keep you up to date in your field? Are there particular journals you read regularly? (*min 150 words*)
- What are some of your favorite strategies that you use with college students? How do you meet the needs of diverse students in your class(es)? (*min 150 words*)
- What will you do differently in future semesters based on an experience this semester? What was one of your significant success moments this semester? (*min 150 words*)

Part B: Documentation

Please include each of the following pieces of portfolio documentation. With the exception of the Student Opinion Survey (SOS), in which all courses must be included, all documentation should come from the same course. Observations from additional disciplines must also be included.

1. *Classroom/Online Observation Form*: Your mentor(s) will provide you with a completed copy of the Adjunct Faculty Classroom Observation Form or Online Observation Form when you meet to discuss their observation and feedback. Adjunct faculty members who only teach online will have a web/virtual meeting with the adjunct faculty mentor. Upload a signed copy of the form to your portfolio.
2. *Instructor Created Assignment or Lesson*: Provide an example of an assignment or lesson you designed/created for a course you are teaching. Describe the assignment or lesson, including the instructions and any deliverables. Please be sure to provide the course learning outcome(s) and general education competency(ies) associated with the assignment or lesson (see official syllabus) and describe how the assignment or lesson helps students to demonstrate the stated course competency(ies).
3. *Examples of Instructor Feedback*: Submit two examples of graded student work for one assignment in your course (with the student names removed). You may provide screenshots, videos, images, or Word documents/PDFs. One example should reflect your comments on acceptable work, and one should reflect your comments on unacceptable work on that assignment. Be sure to include the assignment guidelines.
4. *Student Opinion Survey Results*: Upload the results associated with all of the course(s) you are currently teaching at FSW. Instructions to download your reports will be provided in the course.
5. *Additional Documentation*: You may upload any additional supporting documentation to your portfolio that supports your reflection in Part A.

Part C: Professional Responsibilities

Please answer “Yes” or “No” to each of the following:

1. I use the approved syllabus/syllabi.
2. I upload my syllabus/syllabi to Canvas before the term begins.
3. During this 1-3 year evaluation period, I have submitted my attendance verification on time.
4. I use the Canvas Gradebook.
5. I use the Common Course Assessment, if required.
6. During this 1-3 year evaluation period, I have submitted my final grades on time.

Adjunct Faculty Mini-Portfolio Evaluation Rubric

Parts A and C of the portfolio are marked as Complete/Incomplete.

Part B Rubric

	Guiding Questions	Ratings	
B1 - Observation	What stood out to you in the adjunct faculty member's Classroom Observation Form, both positive and negative? What recommendations would you make to the adjunct faculty member for improvement?	Not completed	Completed (Strengths, opportunities, and recommendations are identified in comments)
B2 - Instructor Lesson	What stood out to you in the adjunct faculty member's submitted Assignment or Lesson, both positive and negative? What recommendations would you make to the adjunct faculty member for improvement?	Not completed	Completed (Strengths, opportunities, and recommendations are identified in comments)
B3 - Instructor Feedback	What stood out to you in the adjunct faculty member's submitted Instructor Feedback, both positive and negative? What recommendations would you make to the adjunct faculty member for improvement?	Not completed	Completed (Strengths, opportunities, and recommendations are identified in comments)
B4 - SOS Results	What stood out to you in the adjunct faculty member's Student Opinion Survey results and their reflection on those results, both positive and negative? What recommendations would you make to the adjunct faculty member for improvement?	Not completed	Completed (Strengths, opportunities, and recommendations are identified in comments)

	Guiding Questions	Ratings		
Part B Requirements Met	Did the adjunct faculty member include all of the required portfolio components? If no, what was missing?	Not completed	Completed	
Part C Requirements Met	Did the adjunct faculty member answer “yes” to all of the questions in Part C? If not, which areas need addressing?	One or more items not completed consistently	Completed (Uses Canvas gradebook, uploads syllabus prior to start of term, uses common course assessment if applicable, attendance verification and grades submitted on time, uses accepted syllabus)	
Growth	Where are the areas in which the adjunct faculty member has grown the most since their last portfolio? What are some areas where more growth is needed? What specific recommendations do you have for the adjunct faculty member’s professional development?	Not completed	Completed (Strengths, opportunities, and recommendations are identified in comments)	
Overall Recommendation	Timeframe for next review	3-year evaluation cycle	1-year evaluation cycle (DE)	1-year evaluation cycle

Student Opinion Survey Quick Reference Guide

Accessing the SOS

- Login to FSW portal
- Click “College Resources” tab
- Under “Office of Academic Affairs” heading click “Student Opinion Survey”

How it works

- Five days before the survey opens for students, faculty will be alerting of student access.
- One day before the survey opens for students they will receive an email alerting them of access.
- Students receive an email on the day access is granted to the surveys and will receive 2-3 reminder emails during the span of the survey (approximately 2 weeks).

What does the student see?

- After clicking the link provided to them, students will be taken to a page unique to them listing a survey for each course in which they are registered.
- After completing each survey, students see a completion page and the main page showing they can no longer access the completed survey.

Tips for achieving a high response rate

- Remind students often and inform them that they’ll need to check their Bucs email for the access link. Frequent reminders have the potential to yield response rates above 50%.
- In the next class after access to the survey is granted to students, take the first five minutes of your class to demo how to access the course survey and complete it. Leave class for ten minutes and allow the students to complete.

Frequently Asked Questions

Q: What about students who dropped my class? Can they take the survey?

A: The list of students granted access to a survey is generated by registration data taken slightly more than halfway through the term; only students still registered at that time will be granted access.

Q: What if I decide to do an incentive that requires proof the student took the survey after some students have already taken the survey?

A: Even after the student has already viewed the completion page (their proof to you) they can still go back to their main page and show that they can no longer access your survey.

Q: How long does the survey usually take the student?

A: Most students complete the survey in 5-7 minutes. Given that there are open ended questions, there are those that take extra time to add written responses where applicable.