



Adjunct Annual Review Process Guidelines

Overview: Initial Adjunct Evaluation and Review 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.

Professional Responsibilities

Adjunct faculty positions require:

- Preparation and delivery of materials in alignment with the Course's Learning Outcomes and departmental expectations.
- Creation and submission of the class syllabus using Simple Syllabus.
- Monitoring of student attendance (the College needs to report student attendance data in some situations, particularly for Financial Aid purposes).
- Providing academic assistance to students as necessary; this may include referral to tutoring support provided by the college.
- Recording students grades in Canvas Gradebook.
- Using Departmental Common Course Assessment as required.
- Submit final grades on time.
- Complete their Annual Review Canvas submissions below.

Review Schedules

1. New adjunct including and new and concurrent dual enrollment faculty:
 - i. should coordinate with their adjunct faculty mentor (AFM) to have a classroom or online observation in the **first semester in which they teach**
 - ii. complete the following assignments in canvas by the 2nd Friday in February to include
 - a. Student Opinion Survey for all classes (which requires uploading your data and providing a reflection on the data),
 - b. Student Success Data, and observation form (which requires uploading your data and providing a reflection on the data),
 - c. reflection on the teaching semester,
 - d. set goals for the following year.
2. Returning adjunct faculty and former full-time faculty – who have returned as faculty within two years (six semesters) of leaving their teaching position with the College:
 - i. complete assignment in canvas by the 2nd Friday in February to include
 - a. Student Opinion Survey for all classes (which requires uploading your data and providing a reflection on the data),



- b. Student Success Data (which requires uploading your data and providing a reflection on the data),
- c. reflection on the teaching semester,
- d. set goals for following year.

Note: your Student Success Data are emailed directly to your FSW email account; SOS data can be found, after login in with your FSW credentials at <https://fsw.campuslabs.com/ce/>.

The Department chair/ Program Directors/ Associate Dean/ Dean will review the electronic submission for each Spring semester. Administration reserves the right to request adjunct faculty participation in the adjunct faculty observation and mentoring process outside of the established cycle to continue to be placed on the schedule.

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 alerted 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.