

Adjunct Evaluation Checklist

Evaluation Period _____

Instructor being evaluated _____

Evaluator's signature/date _____

If "NO" is circled, comments are required.

YES NO Maintains punctuality and attendance.

YES NO Maintains class times.

YES NO Submits timely & accurate documentation, including grades, syllabi, attendance, verification, etc.

YES NO Checks KC email routinely and responds in a timely manner.

YES NO Has adequate number of course evaluations and evaluations are generally positive.

YES NO Communicates clearly (verbally, written, and listening) with students, co-workers and supervisors.

YES NO Maintains appropriate grade distribution and student retention (grades of W)

YES NO Keeps accurate and updated records, including Blackboard gradebook.

YES NO Is proficient with technology.

YES NO Follows department and College policies and guidelines.

YES NO Demonstrates mastery of content.

YES NO Exhibits professionalism/dresses appropriately.
