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.
________________________________________________________________________________