



## CHICAGO STATE UNIVERSITY

TO: Chair and Program Directors  
FROM: Dr. Bernard Rowan, Associate Provost, Contract Administration  
DATE: April 27, 2023  
RE: Evaluation of Non-Union Adjunct Faculty

The linked form has been developed to provide feedback and encourage the professional development of our adjunct faculty, as well as to meet the requirement for evaluation of all CSU employees. Specifically, it has been developed for the evaluation of non-union adjuncts, beginning with this semester (Spring 2023). Please use the form to evaluate non-Union adjunct faculty members this semester and subsequently, in Fall and Spring terms.

This adjunct instructor evaluation is based on student evaluations, review of syllabi, any relevant materials in the instructor's personnel file, and any departmental review process for the instructor. Compliance with university policies also must be addressed as relevant.

The review, if successful, is a basis for recommending eligibility to re-hire the faculty member, but a successful evaluation does not constitute a promise or right to re-employment.

The principal evaluator is the chairperson/program director. The Dean may overrule the chairperson/program director's evaluation for clear reasons related to performance or to university policy. Evaluations by chairs/program directors and deans should note areas of strength and areas for improvement.

Should the instructor receive a rating of "unsatisfactory", the evaluator (the department chair, with the concurrence of the dean, or the dean, if the latter is overruling a satisfactory recommendation from the chair) will meet with the instructor and discuss the evaluation and its basis. The instructor being evaluated may attach a statement of response to the evaluation, should s/he wish to do so. The Dean's decision is final.

Should the faculty member receive a "unsatisfactory" rating, it will result in non-eligibility for renewal of the employee's teaching duties. Violations of university policy may result in termination independent of teaching performance.

This policy has been instituted by the Provost. The forms were developed by me in concert with members of the Provost's Council. Related training sessions to discuss the form will soon occur.

**Office of Contract Administration**

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