

Adjunct Faculty Self-Evaluation

Academic Year:

Faculty Name:

1. Using the attached checklist verify that your syllabus contains the required information as outlined in Procedure 1001. Please attach a copy of your syllabus. If necessary, make revisions and attach a revised copy.
2. Give one example of how you have integrated learner-centered teaching techniques in your classes. How did you measure the effectiveness of the technique?
3. List one goal that you would like to accomplish in regard to improving the design of your class and/ or enhancing your instructional delivery. Explain the specific steps you will take to accomplish the goal(s). If you were evaluated last year, please describe any progress that you have made toward achieving the goal(s) you set last year.
4. List any professional development that you have completed in the last year.

Syllabus Checklist
(Reference Procedure 1001)

1. Required Information

- General Course Information
 - Course title, prefix and number, and section number
 - Course title, prefix and number, and section number
 - Semester for the course offering
 - Class meeting days, times, and classroom number
- Instructor Information
 - Instructor name
 - Polk State telephone number, if applicable
 - Office location
 - Polk State e-mail address
 - Posted office hours
- Textbook Information
 - Book title, author, and edition
 - Additional required materials
- Attendance Policy
- Work Missed Policy (policies for making up missed work)
- Evaluative Criteria (instructor grading policy)
- Withdrawal Deadline
- Academic Dishonesty Policy (including penalties)
- Course Calendar
 - Tentative schedule of topics
 - Tentative schedule of tests
 - Due dates for major assignments
- Final Exam Time and Date

2. Suggested Information

- Description of Major Assignments
- Instructional Methods
- Supplementary Readings or Course Reserve Readings at the Library
- Additional Resources Such as Websites, etc.
- Tips and Strategies for Success
- Any Additional Administrative and Academic Policies that Pertain to the Class