

**STATUS OF EMPLOYMENT: EVALUATION**

**ANNUAL SCHEDULE FOR EVALUATION PROCEDURES  
ADJUNCT FACULTY**

<b>ACTION</b>	<b>DATE</b>
Associate Dean of Instruction (ADI) observes instructor in the classroom. *	By November 30 in the fall and April 30 in the spring.
ADI and instructor completes instructional appraisal forms. *	By December 1 in the fall and May 1 in the spring.
Instructor administers learner survey of instruction to students.	During the last three weeks of the semester (fall and spring).
Instructor submits completed learner surveys to the ADI. *	No later than the last day of the semester (fall and spring).
ADI returns completed learner surveys (or summaries of tabulations) to the instructor.	By January 31 for fall surveys or by May 31 for spring surveys.
*ADI or other qualified College personnel.	