SOM ADJUNCT FACULTY
Annual Evaluation Instructions

DEPARTMENT ROLE:
1. Use corresponding Evaluation Form – one per faculty member.

2. Mark Faculty Role same as marked on Adjunct Faculty Appointment Form for the current FY.

3. OPTIONAL - List any career SMART goals agreed upon at the time of faculty appointment/reappointment:
   (short-term for this year; long-term up to 5 years).
   - Specific: State exactly what you want to accomplish (Who, What, Where, Why)
   - Measureable: How will you demonstrate and evaluate the extent to which the goal was reached?
   - Achievable: Stretch and challenge yourself within ability to achieve outcome. What is the action-oriented verb?
   - Relevant: How does the goal tie into your key responsibilities? How is it aligned to your role?
   - Time-bound: Set “by when” target for a successful and timely completion (include deadlines, dates, frequency).

4. Give form to adjunct faculty appointee to complete next portion & return.

FACULTY APPOINTEE ROLE:
1. Add Self-Rating: Assign each Faculty Role activity marked a numeric rating based on how well you feel you accomplished each one.
   *Rating Scale: 1 = Exceeds expectations      2 = Meets expectations      3 = Fails to meet expectations
                  N/A = No longer applicable (Comment why.)

2. If SMART goals were written, rate each goal on the same scale with optional commentary.

3. Briefly detail role and accomplishments, i.e. quantity, frequency, learner type and numbers, etc. (Detail provided will support reappointment discussion and any future promotion in rank.)

4. List 1–2 individuals who could submit or a letter of support if needed for reappointment and/or promotion purposes. Indicate peer or learner. Briefly list what aspects of your role are best known by each person listed.

5. Indicate desire to be reappointed next fiscal year.

6. Add additional information and/or comments. (Optional)

7. Sign evaluation after feedback/discussion of FY evaluation has occurred. Confirm role and goals, when reappointed.
DEPARTMENT EVALUATOR ROLE:
1. **Add rating:** Assign each Faculty Role activity marked a numeric rating based on how well the department feels the appointee accomplished each one.
   
   *Rating Scale: 1 = Exceeds expectations 2 = Meets expectations 3 = Fails to meet expectations N/A = No longer applicable (Comment why.)

2. **If SMART Goals were written,** rate each goal on the same scale with optional commentary.

3. **Review** documentation of accomplishments. An evidence basis for each rating will guide and support career mentoring, development, annual reappointment and future promotion requests.

4. **Indicate** whether the Department desires re-appointment of this faculty appointee.

5. **Provide** role performance feedback. Appointee should have the option to write career SMART goals when appointed/reappointed.

6. **Add** additional information and/or comments. (Optional)

7. **Sign** the final evaluation when feedback/discussion provided to the faculty appointee.

DEPARTMENT CHAIR ROLE:
1. Department Chair certifies evaluation by signing it when final.