

**Agreement between The William Paterson University of New Jersey  
And AFT Local 1796 Pertaining to  
Guidelines for the Observation and Evaluation of Adjunct Instructors**

The purpose of the observation and evaluation of adjunct instructors is to support academic excellence through ensuring that course goals and student learning objectives are adhered to in all courses and sections, to provide the opportunity for dialogue regarding the progress of instruction and effective instructional techniques, and to provide a basis for both formative guidance of new faculty and summative evaluation on relevant criteria for decision regarding appointment.

Procedures for student input are required in all courses in the University, including those taught by full-time, tenured faculty; student evaluations are required of all non-tenured faculty, including those appointed on an adjunct basis, in all courses.

The following policies and procedures apply regarding observations and evaluations (except in studio and individual instruction courses, internships, clinical instruction, and other teaching relationships where the practical circumstances for conducting such observations and evaluations do not apply, e.g. first year seminar instruction):

1. Each adjunct faculty member shall be observed by a full-time faculty member designated by the department or program consonant with the criteria used to observe and evaluate full time faculty.
2. Observations of adjunct faculty shall take place once for each distinct preparation during the first semester and at least once in each of any subsequent semesters of employment and for each additional new preparation up to two years of renewed appointment;
3. Following appointment in two consecutive academic years, each adjunct faculty member shall be observed by a full-time faculty member designated by the department or program at least once every three years and, where applicable, for each additional new preparation.
4. If on the basis of an initial observation or given extraordinary circumstances, an additional follow-up observation may be required at the request of the department chair or program coordinator, after consultation with the respective college dean. Adjunct faculty shall have the right to Union representation if there is disagreement regarding the requirement for an additional evaluation under "extraordinary circumstances."
5. The adjunct faculty member will be provided with a copy of any written evaluation within ten days of an observation and will be permitted the opportunity to reply in writing to the observer's comments and evaluation.

6. Student evaluations will be conducted every semester in each class taught by adjunct faculty using the departmentally developed form for untenured faculty and faculty seeking any promotional opportunity. At the end of each semester in which evaluations have been taken and subsequent to the submission of final grades, the analysis of the student evaluations including student comments will be provided to adjunct faculty.
7. Further procedures for the observation and evaluation of courses taught online by adjunct faculty members will be defined consonant with these guidelines and the procedures developed for the observation and evaluation of untenured faculty in the online environment.
8. Adjunct faculty may request additional observations under special circumstances (e.g. applying for a part-time or full-time position at WPU or another university).
9. The procedures for observations of adjunct faculty shall be re-examined if the ratio of full-time faculty to adjunct faculty, based on the analysis of Teaching Credit Hours and faculty head count, significantly increases.

Agreed:

  
For the University

October 30, 2007  
Date

  
For the University

October 30, 2007  
Date

  
For the AFT

11/1/07  
Date

  
For the AFT

11/1/07  
Date