



HUMAN RESOURCES DESKTOP PROCEDURES

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Chief Human Resource Officer	December 01, 2023	

PURPOSE

To codify procedures for completing a performance review for Adjunct employees in accordance with [APM 03-1201](#).

BACKGROUND

Effective with the 2018-19 review period and the 2019-20 academic year, performance reviews are conducted using an electronic performance review tool on a NeoEd platform. The performance review process is branded as my**IMPACT** (Individually Measuring Performance and Achievement to Cultivate Talent).

PHILOSOPHY

At FSCJ, adjunct faculty play a major role in ensuring the College's ability to deliver the size and scope of instruction required throughout our college. Ensuring that the quality of instruction for our students is maintained regardless of whether the instructor is an adjunct or full-time faculty member is the responsibility of our academic administration team. Because the College employs a wide range of adjuncts, this process is aimed at adding flexibility but still ensuring that time is invested to review, observe, and evaluate all instruction at FSCJ to maintain high instructional standards across the board.

PROCEDURES

Performance reviews will be generated for adjunct employees who teach in programs overseen by the College's institutional accrediting body. The chain of command for reviews is as defined in myFSCJ.

Review Cycle

Reviews will populate and remain open for one year on September 1. This will allow supervisors the ability to stagger their reviews throughout the academic year.

Requirements:

- 1) All Career Certificate/Credit faculty, including adjuncts, must be reviewed every year. -
- 2) Per APM 03-1201 PERFORMANCE REVIEW OF ADMINISTRATIVE, PROFESSIONAL, CAREER AND ADJUNCT EMPLOYEES, the performance of adjunct instructors, teaching in programs overseen by the College's institutional accrediting body, who have never been employed by the College in an adjunct role will be reviewed prior to the end of their first teaching term and annually thereafter, whenever employed. The same performance review form will be generated for each adjunct, but the expectations for supervisor completion will vary as defined below:



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○ **Standard Performance Review**

- **When to Complete:** First year of employment and at least once every three years thereafter.
- **What is Required:** Supervisors should rate all competencies, complete an official instructor observation, enter overall supervisor comments on the performance review form, and meet with their adjunct to discuss the performance review.

NOTE: If an adjunct receives a "Meets Some Expectations" or "Does Not Meet Expectations" for any competency, it is important to include a comment explaining the rating.

○ **Abbreviated Performance Review**

- **When to Complete:** Adjunct faculty supervisors may conduct an abbreviated performance review for two years after a full performance review has been completed. For the next year, the standard performance review must be completed.
- **What is Required:** Supervisor is expected to rate all competencies, enter overall supervisor comments on the performance review form, and meet with their adjunct to discuss the performance review.
- **What is at Supervisor Discretion:** This process does not require a formal instructor observation. However, the supervisor reserves the right to complete the observation if desired or if there have been any concerns, complaints, or issues.

3) Finally, both parties must sign the performance review. Technical assistance is available from Human Resources (“HR”), if needed.

Performance Review Schedule:

Adjunct Hired/Year 1:	Standard Performance Review
Year 2:	Abbreviated Performance Review
Year 3:	Abbreviated Performance Review
Year 4:	Standard Performance Review

NOTE: Each supervisor/department must monitor the adjunct’s years of service as performance review requirements vary based on the year of employment according to the schedule above. The system displays the prior year’s performance review, so supervisors can refer back, if necessary.

Break in Service:

If an adjunct employee does not teach for more than one year, the employee must have the standard performance review in the first semester that they return.



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Teaching for Multiple Departments:

If an adjunct employee teaches for multiple departments, it is recommended that the respective supervisors collaborate on the performance review process.

CWE Adjunct Instructors:

Since CWE programs/classes are not overseen by the College’s institutional accrediting body, it is not required that the program administrators evaluate CWE adjunct faculty. It will be left to the discretion of the CWE program administrators to specify which adjunct employees are teaching at the level at which it is appropriate to complete the performance review. Supervisors of CWE faculty may choose to complete a performance review and attach to a journal entry in myIMPACT marked for Employee View only.

Adult Education Adjunct Instructors:

Since Adult Education programs/classes are not overseen by the College’s institutional accrediting body, Adult Education Administration may determine the best way to evaluate their adjunct faculty in compliance with any state or grant requirements. The administration may choose either performance review method ensuring that the ratings are documented in myIMPACT on a timely basis.

Exempt Employees Teaching:

Exempt employees serving as adjuncts will annually receive a performance review for their full-time administrator/professional/career position from the primary supervisor. In order to monitor teaching activity in compliance with the College’s institutional accrediting body’s expectations, adjunct supervisors should conduct the adjunct performance review using the fillable PDF version of the form. The adjunct supervisor should attach the form to a Journal Entry in myIMPACT marked for Employee View only. Finally, the adjunct supervisor should meet with their adjunct to discuss the performance review. In order to obtain the Adjunct Performance Review Fillable PDF Form, please send a request to emprelations@fscj.edu.

Review/Overdue Notifications and Reminders:

Notifications and reminders are sent out to supervisors and employees whenever a task becomes available or is overdue.

Action	Recipient	Notification Sent
HR sends a single email notifying supervisors that reviews are available	Supervisor	September 1
Ratings reminder	Supervisor	Thirty (30) days before Ratings are due
Overdue Ratings reminder	Supervisor	Every week Ratings are overdue
Approval Signature notification	Supervisor's Supervisor	If supervisor rates any competency as "Does Not Meets"
Overdue Approval Signature reminder	Supervisor's Supervisor	Every two (2) days the Approval Signature is overdue



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Schedule and Conduct In-Person review notification	Supervisor	When Ratings are complete
Approval Signature notification	Supervisor	When In-Person review is complete
Overdue Approval Signature reminder	Supervisor	Every three (3) days the Approval Signature is overdue
Employee Signature notification	Employee	When Supervisor's Approval Signature is complete
Overdue Employee Signature reminder	Employee	Every three (3) days the Employee Signature is overdue
Review complete notification	Supervisor	When review is complete

Overdue Reviews

All employee reviews should be completed by their designated due date. For reviews not completed by the designated due date, the following communications are sent:

After fourteen (14) days, supervisors who have not completed a review are sent an email from Employee Relations (“ER”) stating that they have one or more overdue tasks and asking that they take immediate action.

After thirty (30) days, a final email is delivered to both the supervisor and the supervisor’s supervisor stating that the review has not been completed and asking that they take immediate action.

After forty-five (45) days, if a review is not completed ER sends an email to the Vice President of the business area with the name of the supervisor who has not completed the review. The email requests the Vice President’s assistance in resolving the issue immediately.

At sixty (60) days, ER provides the name of any supervisor having not completed the review to the Chief Human Resource Officer for further action and resolution.

NOTE: Reviews that remain unsigned by the employee for a period that exceeds ninety (90) days may be pushed through for finalization by Human Resources, if the employee is not currently teaching for the College. Where the employee would sign, the HR administrator shall “skip” the step and enter in the comment box, “Employee not currently teaching. Review unsigned for over ninety (90) days”. This will complete the review process.

Journal Entries

Employees and supervisors can track performance by using the Journal Entry feature. Tracking performance provides documentation that assists when preparing the review. Journal entries can be shared by the employee with their supervisor and/or second level supervisor.

Issues/Concerns

1. If an employee does not teach at least one (1) credit course or the equivalent fifteen (15) contact hours during a review cycle, a review is not required. A supervisor can contact HR to have the review canceled.



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2. If an employee refuses to sign their review, the employee should be counseled that signing in the signature box does not indicate agreement but only that they received the review. The employee may provide a written rebuttal to HR that will be attached to the review. As the final step, the supervisor would notify the appropriate VP that the employee refuses to sign the review.
3. If a supervisor begins a review but does not complete it before an employee changes to a new supervisor, the supervisor who began the review should complete the review. If the supervisor did not begin the rating step on the review, the review form will automatically be transferred to the new supervisor. In this case, the previous supervisor can be added as an additional rater on the review.
4. If a supervisor completes a review but the employee is no longer with the College, the supervisor should notify Human Resources who can move the review forward. Where the separated employee would sign, the HR administrator shall “skip” the step and enter in the comment box, “Employee is no longer with the College. Employee is unavailable to sign.” This will complete the review process.
5. A supervisor may ask to go back and change information on the review after submitted. If the employee has not signed the review, an HR administrator may unlock a step to allow a supervisor to revise or update a section. The date and reason for the revision should be noted by the HR administrator in the comment section. If the employee has signed the review, the information may not be changed by the supervisor.

Training

Supervisors of Adjuncts are strongly encouraged to take PD 4074 – Coaching for IMPACT

[myIMPACT instructional materials/videos](#) are available on the Training & Organizational Development website.

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