

Interim Policy Online Adjunct Evaluation

EOU's Interim Policy for Online Adjunct Evaluation is effective beginning AY 2009-10, during which time all online adjunct faculty will undergo a first-year review that samples online instruction as outlined below. The review process emphasizes those elements of course design and interactivity that constitute best practice in online instruction. This Interim Policy will remain in effect until such time as EOU's Faculty Personnel Committee completes the governance process for pending Reappointment, Tenure, and Promotion (RTP) revisions in the *Faculty/Staff Handbook*.

The Interim Policy provides for program and administrative review of online adjunct faculty, a distinctive category of faculty employed by EOU to teach online courses only. The general criteria guidelines for evaluation outlined below are intended to apply to *all* faculty with online instructional responsibilities and should be adopted and integrated into pending evaluation protocols in the RTP section of the *Faculty/Staff Handbook* for Fixed Term and Tenure Track categories of EOU faculty (which include on-campus and on-site faculties).

Continuation of an online adjunct appointment will be contingent on a successful review conducted by the dean or his/her designate.

General Criteria Guidelines

Course materials
Course design
Student course evaluations
Interaction between instructor and students
Facilitation of discussion
Timeliness
Learning outcomes assessment

Annual Review of Online Adjunct

Online adjunct faculty will be reviewed annually by the Dean's / Director's designee in consultation with their respective program. Evaluation will be based on specific program standards that map to general criteria guidelines. Syllabus components for all online courses must conform to EOU requirements as defined by EPCC (see Syllabi Format at http://www.eou.edu/epcc/epcc_forms.html). Annual review will include the following criteria:

- Review of syllabi and other course materials
- Review of course design
- Review of student course evaluations
- Review of faculty interaction with students and timeliness
- Review of discussion board interactivity
- Review of course learning outcomes and how they are assessed

The Dean's / Director's evaluation of online course instruction must be completed prior to issuing any Agreement for Provision of Instructional Service for the next academic year.

Online adjunct faculty recommended for continuation based upon their third annual review will be evaluated on a biennial basis thereafter.