

1 **Florida State University Policy 9-6**

2 Title of Policy: Policy on Evaluation of Instructors of Record  
3 Responsible Executive: Vice President for Faculty Development and Advancement  
4 Approving Official: Provost  
5 Effective Date: March 26, 2014  
6 Revision History: New March 26, 2014

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8 **I. INTRODUCTION**

9 Florida State University defines the "instructor of record" as the individual designated by the  
10 academic unit as responsible for a course, including developing its design, delivery, assignments,  
11 and assessments. All instructors of record, regardless of rank or type, must meet the appropriate  
12 standards for credentials and appointment (See "Florida State University Policy for Faculty  
13 Credentials" and the "Faculty Handbook" Section 4.)

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15 **II. POLICY**

16 Instructors of record are evaluated according to the following:

- 17 A. Faculty (i.e., tenured, tenure track, specialized, non-tenure track) assigned as instructor of  
18 record must be evaluated according to the provisions of the BOT /UFF Collective  
19 Bargaining Agreement and departmental bylaws, using multiple materials appropriate for  
20 the evaluation of instruction, including student evaluations of instruction and peer  
21 classroom visitations.
- 22 B. Graduate Teaching Assistants assigned as instructor of record must be evaluated  
23 according to the provisions of the UFF /FSU /GAU Collective Bargaining Agreement,  
24 using materials appropriate for the evaluation of instruction, including, for example,  
25 student evaluations of instruction and supervisory classroom visitations.
- 26 C. Adjuncts assigned as instructor of record must be evaluated each semester by department  
27 chairs or deans, using materials appropriate for the evaluation of instruction, including,  
28 for example, student evaluations of instruction and peer and/or supervisory classroom  
29 visitations. Because appointments for adjuncts extend only for a semester at a time and  
30 no employment rights extend beyond that timeframe, negative evaluations may result in  
31 decisions not to reappoint adjuncts.

32 **III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

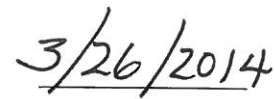
33 The Vice President for Faculty Development and Advancement has exclusive authority, as  
34 delegated by the Provost and President, to establish all policy consistent with SACSCOC  
35 guidelines for instructor qualifications.

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37 The Vice President for Faculty Development and Advancement shall be responsible for periodic  
38 review and of this policy and for suggesting any necessary revisions to both the Provost for their  
39 approval.

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43 Garnett S. Stokes, Provost



Date