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| Name |   |  | Department |   |
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| *Total number of terms of employment as an OIT adjunct instructor:*  |  | *Year First Hired at OIT:*  |   |
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| Highest academic degree attained: |   | Year: |   | Professional Registration: |   |
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| Credit hours earned beyond degree: |   |  |
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| INSTRUCTIONAdjunct faculty will excel in instruction in the following ways:Demonstrate knowledge of subject matter, organize and deliver course materials to stimulate interest and discussion, demonstrate growth in instruction, employ a variety of assessment tools for evaluation of both teaching effectiveness and student learning, maintain student numerical evaluations at a departmentally established standard. *If the adjunct faculty member has developed or revised course curriculum to meet departmental and course objectives, or done instructionally-related professional development during the year, it should be noted here as well. [Professional development could include relevant outside employment, publications, grants, presentations, earning a higher degree, earning CEUs, conference attendance, book reviews, research or works of art, membership in professional organizations, participation in workshops/classes.]*  |
| Spring | sum |  all | disc | students | Fall | sum |  all | disc | students | Winter | sum |  all | disc | students |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *All scores are summary averages.**For all course evaluation scores: report higher of raw or adjusted score* *“Spring”, “Fall”, “Winter” list the course number and section number in the appropriate term**“sum” summary average on 5 point scale**“all” Converted scores: summary average compared to IDEA database of all courses; mean score is 50**“disc” Converted scores: summary average compared to IDEA database of courses in the same discipline; mean score is 50**“students” Number of Evaluations / Number of Students Enrolled****Please delete these italicized instructions from your completed APE form; keep the condensed legend below for later readers***All scores are summary averages; “sum” Summary Average on 5pt. scale; “all” Converted score compared to IDEA database of all courses (mean score 50); “disc” discipline-specific Converted scores; “students” # of evaluations / # of students enrolled; All scores show higher of raw or adjusted number. |

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| Department Chair (or designee) Signature |  | Date |

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| Faculty Member Signature |  | Date |

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| Dean Signature |  | Date |