

Oklahoma City Community College
 Division of Health Professions – Nursing Program

Adjunct Faculty Formative Evaluation

General Descriptions

The adjunct faculty for a nursing process course in the nursing program has responsibilities as outlined by specific course team leaders.

Supervision

Work is performed under the supervision of the Program director and Division Dean.

Job Duties

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Directions for use:

Adjunct Faculty – Write a short self evaluation of your performance on each of the items below.

Team Leader – Rate faculty on each job description item using the scale below:

5 – Strongly Agree

4 – Agree

3 – Somewhat Agree

2 – Disagree

1 – Strongly Disagree

Job Description Item	Supportive Comments (Faculty)	Team Leader Response	Team Leader Comments
Management Responsibilities			
1. Meet with nurse manager(s) in each area where students will be assigned prior to the first clinical day to discuss clinical and expectations.		1 2 3 4 5	
2. Participate in the first Nursing Faculty Organization meeting of the semester.		1 2 3 4 5	
3. Participate in course team meetings as scheduled during the semester.		1 2 3 4 5	
4. Follow all course clinical guidelines and expectations as outlined in course syllabus.		1 2 3 4 5	

Job Description Item	Supportive Comments (Faculty)	Team Leader Response	Team Leader Comments
5. Participate in student orientations to clinical site and areas.		1 2 3 4 5	
6. Maintain professional relationships with clinical staff in each site and area.		1 2 3 4 5	
7. Act as liaison between clinical staff, students, and program faculty.		1 2 3 4 5	
8. Provide feedback as well as written documentation to students, team leader, and/or program assistant director or director if problems or student absences occur.		1 2 3 4 5	
9. Notify all students in the clinical group anytime the clinical is authorized to be canceled for any reason.		1 2 3 4 5	
Clinical Responsibilities			
1. Make and post client assignments for students prior to each clinical day.		1 2 3 4 5	
2. On clinical day, verify and modify clinical assignments prior to student arrival.		1 2 3 4 5	
3. Establish and maintain methods for students and course team leader to contact instructor during all clinical experiences, ensuring ready accessibility at all times.		1 2 3 4 5	
4. Accompany students to all new clinical areas, introducing them to staff and ensuring student familiarity with area.		1 2 3 4 5	
5. Provide ongoing and appropriate on-site clinical instruction and		1 2 3 4 5	

Job Description Item	Supportive Comments (Faculty)	Team Leader Response	Team Leader Comments
supervision for each clinical experience.			
6. Be present and available to students during entire designated clinical prep times.		1 2 3 4 5	
7. Document observations of student skills and behaviors.		1 2 3 4 5	
8. Schedule and facilitate clinical conferences according to guidelines in course syllabus.		1 2 3 4 5	
9. Complete clinical evaluation documents and utilize same for mid-term and final evaluation conferences for each assigned student.		1 2 3 4 5	

Suggestions for Enhancement of Teaching:

OVERALL EFFECTIVENESS RATING: 1 2 3 4 5

Adjunct Faculty Comments:

Team Leader Signature: _____ **Date:** _____

Adjunct Faculty Signature: _____ **Date:** _____

(Your signature signifies that you have read this formative evaluation, not necessarily that you are in agreement with its contents).