Adjunct Clinical Faculty Name: ___________________________  Lead Faculty: ___________________________

Evaluation Period: ___________________________  Course(s) taught: ___________________________

Please provide input as appropriate regarding the adjunct clinical faculty’s performance in the following areas:

**SECTION A:**

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<th>Knowledge of the Role</th>
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**Lead Faculty Summary Comments:**

(Lead Faculty Signature) ___________________________  (Date) ___________________________
### Description of Role Categories:

#### Knowledge of the Role

**Orientation/Reorientation:**
- Meet with department representative and staff for orientation to UM-Flint, the School, Department, and Program
- Become familiar with information in the Department Faculty and Student Handbooks, policies, and expectations of adjunct faculty
- Use university email regularly to maintain communication with department staff and faculty

**Follow Course Standards:**
- Attend course planning and evaluation meetings to stay current with course changes
- Notify Lead Faculty promptly of any safety concerns regarding student performance or other areas of concern regarding professional conduct
- Adhere to Medication Preparation and Administration Policy

#### Clinical Knowledge

**Competent in clinical area:**
- Follow all course/clinical policies & procedures
- Develop and conduct clinical conferences appropriate for the clinical issues and population at the clinical site, when appropriate
- Incorporate evidence-based practice in teaching

#### Quality of Work:

- Keep students aware of progress and send mid-term letters to students in jeopardy of failing the course/section. These will include the reasons for the present status (such as lack of success with specific objectives) and suggested ways to improve. Offer to meet with the student to discuss his/her status and plans for success.
- Provide available times (outside of class time) for meeting with students. Share times when available by phone for student questions.
- Complete student evaluations, the final grading process/procedure, and submit grades in a timely manner

#### Interpersonal Skills

**Keeping Students Aware and Motivated:**
- Provide feedback to students in a timely manner
- Create an environment in which students are comfortable asking questions and seeking clarification

**Professional Role Modeling**
- Direct questions/concerns regarding teaching or student issues promptly to the clinical Lead Faculty, or to the Director/Assistant/Associate Director if not a clinical course
- Resolve grading issues with student(s); if not resolvable, seek assistance from Lead Faculty or (in case of non-clinical course) from the Assistant/Associate Director or Director. See Student Handbook for further information.
- Notify Lead Faculty promptly of any safety concerns regarding student performance or other areas of concern regarding professional conduct.
- Adhere to policy and procedures for Performance Improvement Plans when appropriate
- Notify Lead Faculty/Director of any clinical site/system issues that may impede student success and patient, student, or faculty safety. If immediate action is necessary, proceed with necessary action based on patient, student, and faculty safety.
- Notify the appropriate personnel immediately of any safety or medication errors and follow appropriate procedures.

#### Creativity/Initiative

- Contribute to the development/revision of course syllabi and materials
- Introduce new ideas/methods/goals to enhance course objectives

#### Professional Growth

- Maintain appropriate updates for RN license, CPR, immunization, TB tests, blood borne pathogen exposure control, and HIPAA
- Engage in activities for continuing professional competency
- Engage in self-evaluation including identifying strengths and weaknesses and goals for ensuing year

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**Recommend for reappointment**

**Do not recommend for reappointment**