

To: C of C Chairs and Program Directors

From: 2017-18 Adjunct Oversight Committee (Julia Eichelberger, Chair; Phyllis Jestice, Sorinel Oprisan, Mary Ann Blitt, Cheryl Spinner, Todd McNerney)

Date: January 12 2018

The Adjunct Oversight Committee offers the following recommendations for chairs and program directors as well as other C of C faculty seeking to use best practices for adjunct faculty.

### **Initial Hiring Practices:**

Request teaching materials and a teaching philosophy statement from applicants.

If department has a standard syllabus, request that applicants prepare to discuss the syllabus and their teaching practice during their interview.

Include at least one other (preferably tenured) member of the department besides the chair/program director to provide input when making hiring decisions. Invite those who have helped with hiring to help the chair/director in welcoming and assisting adjunct faculty as they begin teaching.

When hiring an adjunct faculty member, provide information on how you will be evaluating their teaching and on resources available to help adjunct faculty teach successfully.

Use the [Academic Affairs guidelines for adjunct faculty appointments](#).

### **Evaluation and Rehiring Practices:**

In addition to the guidelines for evaluations in the FAM, Academic Affairs has provided further guidelines for [evaluation](#) and rehiring. Discuss the process with adjunct faculty so that they can ask questions and learn how to be a successful applicant for rehiring within your department or program. Try to invite interested adjuncts to participate in this conversation well before evaluation materials are due.

Conduct classroom observations within the first half of the semester so that there is a chance for a return visit if the adjunct or supervisor should desire it.

Share as much information as you are able regarding when you will offer contracts for future semesters and when/why an adjunct's sections might close due to low enrollments.

If you wish, ask Academic Affairs for guidance in wording a letter of intent explaining your intention to hire a particular adjunct for both Fall and Spring of the following year if sections prove to be available.

### **How to find qualified adjuncts**

SSM departments & programs can use the C of C's [job listing page](#) to advertise openings and to invite applicants to submit their materials anytime. Other chairs & program directors should work with their dean to create an adjunct pool posting for their schools.

Have the department keep a database of previously submitted materials/candidates

[The committee welcomes other suggestions from chairs/program directors]

## **Suggestions for making your department or program as welcoming and collegial as possible for adjunct faculty**

*Mailboxes and Dept Listings:* Make all mailboxes the same for faculty regardless of rank. Integrate the list of adjunct faculty within the overall faculty listings. Invite adjunct faculty to create a web page comparable to other faculty in the department if they wish.

*Socializing:* Recognize birthdays and achievements (publications, other recognitions) of adjunct faculty in the same way other faculty are recognized. Invite adjuncts to department events and parties. Introduce adjunct faculty to other faculty who may not know them.

*Service (Voluntary):* Invite adjunct faculty to serve on relevant departmental committees, if they wish to do so. Consult with other faculty about which committees might benefit most from adjunct faculty input. Invite adjunct faculty to attend some or all of your regular department meetings. Consider inviting adjunct faculty to elect a departmental representative to attend all department meetings.

## **To promote adjunct faculty's professional development**

Encourage adjunct faculty to apply for any professional development opportunities that they may be eligible for, including TLT workshops, Writers' Retreat, and professional development organized by your program or school.

Seek out funding for Adjunct Professional Development opportunities organized by your program or school.

Via a program provided by the Provost's Office, deans, chairs, or program directors may apply for funding for a variety of local adjunct faculty development activities such as peer observation exchanges with other department faculty, workshops on pedagogical topics, preparing presentations for workshops, and more. These can be department-wide activities that benefit all faculty teaching in your program. You should first apply for funding for a professional development activity, then request pay for adjuncts who participated (a two-step process similar to Travel Authorization followed by Travel Reimbursement). [Go here for information.](#)

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Please contact a member of the Adjunct Oversight committee if you wish to suggest additional recommendations or have other questions or concerns regarding our adjunct policies and practices.

## **Spring 2018 Meeting Dates**

Fri Jan 26

Fri Feb 23

Fri April 6 (if need be)

Meetings are 4-5:30 PM, History Department Conference Room, MYBK 209