

## **Process for Recruiting and Supervising of Part-Time and Adjunct Faculty**

(Revised January 29, 1999)

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### Recruitment and Appointment

Individuals within the community normally contact the College concerning a desire to teach at the University on a part-time basis. Applications sent to the College or University are forwarded to the Chair at the department level. The Department Chair collects/files the letters of interest and reviews the file as necessary to offer courses within the discipline. When a course needs to be offered and no full-time faculty is currently available to teach the course, and adjunct or part-time individual is sought. The starting point in that search is those individuals who have expressed a desire to teach at the University. If a match can be obtained with qualifications and available time of the adjunct/part-time faculty, the individual is usually offered a contract. If a good fit can not be found within the individuals who have expressed interest, then the Department Chair will seek qualified individuals from other sources, which shall include, but not be limited to, referrals from faculty, faculty from other near-by institutions, etc. Prior to a contract being issued the Chair will discuss the appointment with the Dean. Contracts can only be issued through the Dean's office.

### Supervision

Supervision of individuals who have been hired as part-time/adjunct faculty is the responsibility of the corresponding Department Chair. The primary component of the evaluation of these part-time/adjunct faculty members is teaching. The Chair shall seek various inputs to identify the quality of teaching by these individuals. The inputs should include (but not limited to) student evaluations, class visits, student and peer comments, and other factors that measure teaching performance. Due to the short-term and non-permanent nature of the employment relationship, any problems that arise should be addressed with the part-time/adjunct faculty member as quickly as possible.

Prior to the beginning of the course, the part-time/adjunct faculty member shall provide to the Department Chair a copy of the course syllabus. If multi-sections of a course are involved, the coordinator also receives a copy of the syllabus. The syllabus is compared with the standardized syllabus for the course to assure that the course is inline with the standardized syllabus. An orientation session is held at the beginning of every semester for new adjunct faculty.

### Student Access

All part-time/adjunct faculty members shall make themselves available for students at some time other than class hours. These part-time/adjunct faculty members must give students (usually printed on the syllabus) means to contact the instructor and arrange a meeting to review problems or concerns of the student. Rooms for meetings between the

faculty member and the student shall be provided, on request, by the College. Office hours of part-time/adjunct faculty members are encouraged.