

General Information - Adjuncts

Appointments

Adjunct teaching faculty are contracted on a temporary, semester by semester basis. Adjunct faculty are paid \$45.00 per hour for the number of hours the course is assigned to meet for the semester, plus an additional 5 hours for preparation and grading.

Teaching Load

Adjunct faculty teaching loads should not exceed two courses per semester.

Pay Schedule

Adjunct faculty are paid twice every semester, at the midterm point and at the end of the semester following the submission of final grades.

Benefits

While adjunct faculty are not eligible for all benefits payable to FT Faculty, the College pays the employer portion of NHI and Social Security.

Resignation

Adjunct faculty appointments automatically end at the close of each semester, therefore no notice is needed to end the appointment of adjunct faculty. Should a situation arise where the Head or Dean determines that a mid-term separation for adequate cause is indicated, the HR Department must be contacted prior to any action.

Adjunct faculty, who, because of an emergency, must resign during the term of contract, should present an official letter to the appropriate Dean stating such intent as early as possible.

Evaluation of Adjunct Faculty

Formative and summative feedback (feedback both for the purpose of teaching improvement and for making personnel decisions) is important for the success of Adjunct faculty.

Departments should have a process of systematic feedback to and evaluation of Adjunct faculty.

Student Evaluations:

Departments use the established student evaluation forms. HLSCC Policy #___ requires that all faculty, including Adjuncts, be evaluated by students in their classes at least once each year (?).

Additional Evaluation:

HLSCC Policy provides that Adjuncts be evaluated at the discretion of the department chair and encourages departments to develop procedures for Adjunct evaluation. It is particularly important that Adjuncts teaching at HLSCC for the first time be provided with systematic feedback aimed at enhancing performance. All evaluations should be preserved in the Adjunct faculty member's department file, with a copy lodged with the HR Department.

Overall evaluation of adjuncts should contain some or all of the following elements:

- *formal, written evaluation (by the department head or designee) of each class taught, based on student evaluations, course materials, and/or classroom observations
- *classroom visits by department colleagues, the Deans or designated College administrator;
- *a brief, face-to-face meeting with the department head or designee at the end of each semester
- *a written Performance Improvement Plan (if identified as needed), developed in consultation with the department chair or designee.

Training and Professional Development of Adjunct Faculty

While adjunct lecturers may be content area experts, assistance with various educational activities, such as classroom management, educational technology, and assessment may be required. Additionally, there will be policies and procedures which should be made known to each adjunct lecturer. As such Adjuncts should be given a copy of the Adjunct Handbook prior to the start of classes. Further, training opportunities should be provided at various points during the semester to facilitate a smooth process for lecturers and students.

Adjuncts must also meet with the IT Department and E-Learning Unit prior to the start of classes to set up necessary accounts and enable training. If an adjunct lecturer will be expected to teach a blended or online course, the lecturer should receive early notification (at least one month) and must meet with the E-Learning unit over that timeframe to prepare for the varied instructional delivery method.