

2. Heads should notify the Deans of the need for adjuncts, and make recommendations, where possible, of at least three individuals who can be reviewed for the open Adjunct position(s).
3. Heads and Deans should review the applications, conduct interviews, and select the most appropriate candidate.
4. The Heads submit the list of adjuncts for their department to the relevant Dean, who signs the document and forwards the list to the Human Resources Department. This process should be completed within one week of the start of classes.

Last Minute Hiring

Occasionally departments need to hire Adjuncts on very short notice. When such situations arise, departments should follow their regular procedures as closely as possible and should consult with Human Resources Department.

Individuals Holding Public Office

A candidate that holds or formerly held a political office must be approved for hire by the **President** *prior to making an offer of employment.*

Employment of Relatives

HLSCC permits the employment of relatives, provided that it does not create a conflict of interest. In this regard, known family relations should be declared by the Heads to the Deans. The final determination to hire relatives of Heads should be done with the approval of the Vice President.

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.

Separation of Adjunct Faculty

Adjunct faculty are hired on Letters of Appointment that cover only one semester. All Adjunct faculty are officially separated at the end of each semester. Department personnel should