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PURPOSE

The purpose of this procedure is to establish guidelines for the Orientation, Supervision, and Evaluation of Adjunct Faculty.

PROCEDURE

Orientation

1. The Division Dean will acquaint adjunct faculty with the College, the division, and teaching assignments.
2. The Division Dean will provide adjunct faculty with the following documents and will emphasize essential information in the documents:
   - Adjunct Faculty Manual (including College Mission, Instructional Philosophy, and Adjunct Faculty Job Description)
   - College Catalog
   - Course Syllabi
   - Textbooks and other course materials

3. The office of the Vice President for Academics will present a college-wide orientation for adjunct faculty at the beginning of the fall semester. Additional division orientations may be held, specific to the teaching discipline.

Supervision

1. The Division Dean or designee will monitor adjunct faculty activities and performance related to teaching.

2. The Division Dean or designee will provide assistance as needed in teaching methods, classroom management, and student relations.

Evaluation

1. Adjunct faculty will have students in each class evaluate instruction using the student evaluation forms.

2. Student evaluation forms will be reviewed by the Division Dean and shared with the adjunct faculty member.

3. The Division Dean or designee may observe the adjunct faculty member’s instruction and make recommendations.