

## College Operating Procedures (COP)



**Procedure Title:** Adjunct Faculty (Orientation, Supervision and Evaluation)  
**Procedure Number:** 03-1101  
**Originating Department:** Provost/Vice President of Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11

**Purpose Statement:** To insure that adjunct faculty have exemplary orientation, supervision, and evaluation.

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**Guidelines:** This procedure outlines the orientation, supervision, and evaluation of adjunct faculty.

**Procedures:**

Each Adjunct Services Coordinator, Program Coordinator, or Department Chair is responsible for the appropriate orientation of adjunct faculty members each semester. These orientations may occur in a group setting, by individual conference, or through electronic means, as appropriate. The Adjunct Faculty Record form is used to document orientation of adjunct faculty.

The orientation of **new adjunct faculty** should include, as a minimum, hard copy or electronic access to:

- Adjunct Faculty Job Description
- Adjunct Faculty Guide
- District Academic Policies and Procedures
- Contract/Payroll Information
- College Catalog
- Departmental and/or Campus instructions
- An official Common Course Syllabus
- College Calendar
- Information on Learning Resources services
- Location of mailbox
- Voicemail and email as available and/or requested
- Copy of the official text and other course materials as necessary
- Keys as required
- Parking Hangtag

All orientations should include the opportunity for campus/center or building tours as well as an introduction to the most recent pedagogy on the learning centered classroom. New adjunct faculty members have the opportunity to join a mentoring program. The orientation of a **returning adjunct faculty** member should include information on any updates or changes in the above listed areas.

Adjunct professors are invited to attend Professional Development Days programs along with department meetings and activities throughout the semester. They are included in all departmental and College communications. In addition, adjunct faculty members participate in professional development through the Teaching and Learning Center (TLC). They can, of course, attend any programs, but there is a special series, "For Adjuncts Only," created to address their particular concerns. Adjuncts are fully involved with all college assessment programs and participate in the development of new courses.

Throughout the semester each Adjunct Services Coordinator, Program Coordinator, or Department Chair is responsible for on-going supervision and support of the adjunct faculty in his or her area. This includes assuring that faculty are able to make contact with appropriate staff in a reasonable timeframe should they have questions or needs.

Each Department Chair or Program Coordinator is responsible for the evaluation of each adjunct faculty member. New adjunct faculty members are observed at least once during their first semester and may be observed more often depending upon need. During both the Fall and Spring semesters (and in Summer sessions for Nursing) all adjunct professors are evaluated with the SIR II student evaluation survey, receiving both qualitative and quantitative feedback. In addition, once each academic year, all adjuncts turn in a teaching portfolio which is reviewed and commented upon by their Department Chair or Program Coordinator.

For further information, please see the Adjunct Faculty Handbook in the Document Manager.