

College Operating Procedures (COP)



Procedure Title: Adjunct Faculty (Orientation, Supervision and Evaluation)
Procedure Number: 03-1101
Originating Department: Provost

Specific Authority:

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

Procedure Actions: Adopted: 06/01/10; 02/15/11; 02/15/18

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

Guidelines:

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

Procedures:

The Teaching and Learning Center (TLC) will provide an orientation for adjunct faculty members. The orientation may occur in a group setting, by individual conference, or through electronic means, as appropriate. Adjunct faculty will receive a certificate of participation upon completion of the orientation from the TLC.

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

- Adjunct Faculty Job Description
- College Catalog
- Academic Policies and Procedures Relating to Students
- Academic Calendar
- FSW Portal (Faculty Academics, Employee Services, College Resources and Document Manager)
- FSW Directory Profile
- Technology Helpdesk
- Learning Management System (Canvas)
- Teaching and Learning Center website
- FERPA Guidelines
- Adaptive Services
- Academic Support Services
- Public Safety (Emergency Procedures, Parking, Student of Concern, etc...)
- Additional Procedures (Cancellation of class, Office hours, Mailboxes, Conduct and Appearance, etc...)
- Course-Level Assessment Requirements
- Mini-Portfolio Process and Review Schedule
- Student Opinion Survey (SOS) Results

- Academic Advising and Early Alert Compliance Training (i.e. Title IX)

New adjunct faculty members will be assigned a full-time faculty mentor during the first semester of teaching at FSW. **Returning adjunct faculty** members should review information on a regular basis to be apprised of any updates or changes in the above listed areas.

Adjunct faculty members are invited to attend professional development programs, department meetings, and activities throughout the semester. They are included in departmental and College communications. In addition, adjunct faculty members are encouraged to participate in professional development sessions offered through the Teaching and Learning Center (TLC). Adjunct faculty members are fully involved with all college assessment programs and may be invited to participate in the development of new courses.

Throughout the semester, the Department Chair or Program Coordinator is responsible for on-going supervision and support of the adjunct faculty in his or her area. This includes assuring that adjunct faculty members 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. All adjunct faculty members will be required to submit a mini-portfolio according to the adjunct faculty review schedule. The mini-portfolio is reviewed and commented upon by the Department Chair or Program Coordinator. New adjunct faculty members are observed at least once during their first semester of teaching and subsequently as part of the adjunct mini-portfolio review process. During the Fall semester (and in Spring and Summer semesters for School of Health Professions and SLS 1515 only) all adjunct faculty members receive feedback from students with the Student Opinion Survey (SOS), including both qualitative and quantitative data.

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

It is the responsibility of the Department Chair or Program Coordinator to notify the Teaching and Learning Center (TLC) staff at tlc@fsw.edu when new adjunct faculty members are hired or scheduled each semester.