

## College Operating Procedures (COP)



<b>Procedure Title:</b>	Adjunct Faculty (Orientation, Supervision, Professional Development, and Evaluation)
<b>Procedure Number:</b>	03-1101
<b>Originating Department:</b>	Provost
<b><u>Specific Authority:</u></b>	
Board Policy:	6Hx6:3.05
Florida Statute:	
Florida Administrative Code:	
<b>Procedure Actions:</b>	Adopted: 06/01/2010; 02/15/2011; 02/15/2018; 02/17/2020
<b>Purpose Statement:</b>	To ensure that adjunct faculty, have exemplary orientation, supervision, professional development, and evaluation.

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### Guidelines:

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

### Procedures:

The Teaching and Learning Center (TLC) will provide an online orientation for adjunct faculty members that is assigned as part of the HR onboarding process. Additional discipline-specific orientation may occur in a group setting, by individual conference, or through electronic means within the academic department, as appropriate. Adjunct faculty will receive a certificate of participation upon completion of the online 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 faculty mentor during the first semester of teaching at FSW. **Returning adjunct faculty** members will be assigned a mentor when up for review, but should also review the online orientation 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 expected to participate in assessment initiatives in the academic departments and may be invited to participate in curriculum development.

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 three-year 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 defined in the Adjunct Portfolio Guidelines; dual-enrollment instructors are observed yearly. During the Fall and Spring semesters (and in Summer semesters for School of Health Professions) all adjunct faculty members receive feedback from students with the Student Opinion Survey (SOS), including both qualitative and quantitative data.