# Appendix to Adjunct Faculty Mini-Portfolio Process Guidelines: Administrators, Reviewers and Mentors

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## I. Overview

Adjunct faculty are integral to the success of Florida SouthWestern State College and through regular evaluation, they have the opportunity to showcase their achievements and address their challenges. Evaluation of all adjunct faculty is compulsory per College Operating Procedure (COP) 03-1101. This evaluation is completed by all new and continuing adjunct faculty through the submission of an electronic mini-portfolio during each evaluation cycle. The evaluation of adjunct faculty members on a continuing basis ensures delivery of high-quality instruction, meets departmental and institutional assessments objectives, and ensures that teaching and evaluation standards are consistent between adjunct and full-time faculty members.

Each department chair or program director is responsible for overseeing the evaluation process and submission of the mini-portfolio within their department. This includes, but is not limited to, the selection of mentors for adjuncts during their evaluation period, the review of all mini-portfolios, and communication of the results with the adjunct faculty member. The role of the mentor is to provide support, offer guidance on the mini-portfolio process, and conduct a classroom observation of the class that the adjunct faculty member will document with their other portfolio items.

The Teaching and Learning Center (TLC) manages records of evaluation and portfolio submission for each adjunct. During each evaluation cycle, TLC staff will create the electronic mini-portfolio in Canvas and provide all adjunct faculty scheduled to submit a portfolio in the current cycle access to the course by invitation, sent to each adjunct faculty member’s FSW email.

This document serves as an appendix to the *Adjunct Mini-Portfolio Guidelines 2020-2021* and will describe the roles of department chairs/program directors, TLC staff, adjunct faculty mentors, and deans in the mini-portfolio process

### Table 1: Adjunct Mini-Portfolio: Important Dates & Roles

|  |  |  |
| --- | --- | --- |
| Evaluation/Portfolio Procedure | Date | Notes |
| Adjunct faculty mentors contact mentee(s) | Prior to the start of or early in the fall semester | Mentors/mentees should arrange for an online or classroom observation  |
| Evaluation Process Begins | First semester of teaching or during first semester of recurring evaluation cycle | Classroom observation should occur at this time by adjunct faculty mentor or department chair if adjunct faculty member begins in spring or summer |
| Lists of adjunct faculty members due for review sent to chairs/program directors by TLC | Second week of September | Chairs/program directors should respond with mentor assignments and other changes by first week of October |
| Invitation to join mini-portfolio course in Canvas is sent to adjunct faculty  | Last day of October | Adjunct faculty members will receive the invitation through their FSW email and will need to “accept” in order to join and access the portfolio course in Canvas |
| Portfolio submission in Canvas | Last Friday in February | If an adjunct faculty member is inactive in the Spring, the submission of the portfolio will be due in the first semester the adjunct faculty member becomes active according to the following schedule: Fall - third Friday in November; Summer - last day of Summer B/Summer 1 (full session). |
| Feedback provided on portfolios by department chairs/program directors to adjunct faculty member | One week after Spring graduation | If an out of schedule review is deemed appropriate, written notification is provided to the Dean. |

## II. Mini-Portfolio Process: Roles

### **Portfolio Reviewers (Chairs & Program Directors)**

Department chairs or program directors will serve as the portfolio reviewer for each adjunct faculty member in their department and are responsible for supervising adjunct faculty evaluation and the mini-portfolio process. The primary responsibilities for chairs and program directors are as follows:

1. assign faculty mentors for adjunct faculty during periods of review
2. provide the TLC with updated mentor/mentee assignments each semester and/or year
3. review and evaluate all adjunct portfolio submissions within the department and determine the next scheduled mini-portfolio submission timeframe
4. review the evaluation of the portfolio with each adjunct faculty member
5. notify the Dean if a recommendation for a variation on the typical review schedule is needed.

New adjunct faculty must be observed during their first semester of teaching. Selection of mentors by department chairs/program directors must occur as soon as possible after hire and before the third week of the semester in which they began teaching at FSW for new adjuncts to ensure that a timely observation is completed. Class schedules for mentors/mentees should be considered in the mentor selection process to ensure that scheduled class times are not concurrent.

Decisions regarding adjunct faculty who will not be submitting a scheduled portfolio should be communicated by chairs/program directors to TLC staff by the first week of October. This information is required in order for the TLC staff to manage and update portfolio submission records and schedules, and should be provided to the TLC prior to the enrollment of adjuncts into the portfolio course in Canvas.

The mentoring needs of each adjunct faculty member will differ. A new adjunct may require more support in general and in the mini-portfolio process than a continuing adjunct faculty member. Mentors are required for all adjunct faculty during periods of evaluation, regardless of the number of years an adjunct faculty member has taught at FSW.

Concurrent (Dual-Enrollment) adjunct faculty are required to submit a mini-portfolio and be observed annually. Other adjunct faculty may be reviewed more often as the result of transitions to teaching new course content or formats, program changes, identified professional development needs, etc. Administration reserves the right to request adjunct faculty participation in the adjunct faculty mini-portfolio process outside of the established cycle. If the portfolio reviewer recommends a 1-year evaluation cycle for the adjunct faculty member who is not a concurrent adjunct, that will be communicated to the Dean immediately after the portfolio has been reviewed and to the TLC staff for their evaluation records.

Adjunct Faculty teaching in more than one discipline may initially choose the discipline in which they will submit their mini-portfolio; subsequent evaluations will alternate between disciplines. However, classroom observations must be conducted in all disciplines and department chairs shall assign a mentor for each discipline.

Department chairs should be aware of periods of teaching inactivity among adjuncts to prevent irregularities in the portfolio submission cycle and inform the TLC when new adjuncts are hired or become active after a semester, semesters, or partial semester of inactivity. Since mentors are assigned for a period of one academic year (fall to spring), if a new adjunct faculty member begins teaching in the spring or summer semester, the department chair will be required to perform the classroom observation and serve as a de facto mentor until formal mentor assignments occur in the fall. Although the TLC manages records of individual portfolio submissions, department chairs and program directors are equally as responsible for keeping track of the portfolio submission schedules for adjuncts within their department. Particular attention should be given to the following situations that can impact the regular portfolio evaluation cycle:

1. Adjunct faculty who become inactive in the semester or semester(s) following their initial semester of teaching or continuing adjuncts who are inactive for a semester during their period of evaluation
2. Adjunct faculty who are inactive during part of the semester as a result of teaching only Mini-A or Mini-B sessions

## Mentors

During each period of evaluation, adjunct faculty will be assigned a mentor by their department chair or program director. In most cases, this will be a full-time faculty member. The role of the mentor is to:

1. provide support and guidance on processes and policies at FSW
2. provide support on the mini-portfolio process and completion
3. conduct a classroom observation of the class that the adjunct faculty member will document with their other portfolio items.

Mentors will receive a stipend of $150 for each mentee and $200 for each dual-enrollment mentee teaching off-site. In order to receive this compensation, mentors are responsible for submitting the completed *Mentor Evaluation Form and Completion Checklist(s)* to the TLC (Available on the Document Manager: Academic Affairs >> Faculty Mentoring). In order to make the mentoring process equitable within departments, the maximum number of adjunct faculty that a faculty mentor may be assigned is five mentees per evaluation period.

If a mentor is unable to perform the required classroom observation, another faculty member may perform the observation, but the payment of partial stipends for conducting these observations will not be provided.

The primary responsibilities of the adjunct faculty mentor are as follows:

* Mentors will contact adjunct faculty mentees(s) either prior to or early in the first semester of the period of evaluation and offer assistance and guidance in general and in the evaluation process.
* For new adjunct faculty members, mentors should make monthly contact during their first semester of teaching.
* Mentors should have knowledge of the adjunct faculty mini-portfolio process and adjunct faculty evaluation
* Mentors will arrange for a classroom or online observation with their mentee to be conducted during the first semester in which the evaluation period begins.
	+ A follow-up discussion will occur between the mentor and the adjunct faculty concerning the classroom observation.
	+ If the adjunct faculty member only teaches FSW Online courses, the mentor should arrange a virtual meeting with the online adjunct. Online adjunct faculty provide a live virtual “tour” of the online course and show examples of specific features in the course upon request of the mentor. These features will be in support of the criteria on the observation form (i.e. examples of timely feedback, announcements, etc.). This tour cannot be a screen recording or phone call. It can be accomplished using Zoom or another tool of adjunct's/mentor’s choosing. Online adjuncts will need to allow time for mentors to read/review aspects of the course during the meeting.
	+ If the adjunct faculty member only teaches FSW Live Online courses, the adjunct will provide access for the mentor to attend live Zoom session.
	+ Adjunct faculty mentors complete an observation form (Available on the Document Manager: Academic Affairs >> Faculty Mentoring).
	+ Results of the classroom observation should be uploaded to the adjunct faculty mini-portfolio by the adjunct faculty member.
	+ The adjunct faculty mentor will forward the results of the classroom observation and the follow-up discussion to the appropriate Dean and Department Chair, or Program Director, or Coordinator. If adjunct is a Dual-Enrollment instructor, a copy of the classroom observation feedback should also be sent to the Director, Dual Enrollment.
* Mentors must complete a faculty mentoring workshop through the TLC.
* Mentors must complete necessary forms and submit them to the TLC (tlc@fsw.edu) to receive compensation.

To see a complete description of the responsibilities for adjunct faculty mentors and a timeline of suggested activities, see the “Faculty Mentoring Guidelines”’ in the Document Manager of the FSW Portal.

*Special Circumstances Relative to the Assignment of Mentors*

In rare instances when no full-time faculty members are able to serve as mentors, the department chair or program director may assign an adjunct faculty member as a mentor. Adjunct faculty members who serve as mentors must be in good standing and have a (1) record of effective teaching over a period of at least two years and (2) have completed at least one successful portfolio evaluation cycle.

A Department Chair will not typically serve as a mentor. Dual-enrollment coordinators who receive course releases will also serve as mentors for concurrent adjunct faculty and there will be no cap on the number of adjunct faculty whom they may mentor. In programs with specialized accreditation, program directors or administrators may serve as adjunct faculty mentors or in other instances if needed. Chairs are eligible to receive stipends for mentoring duties; however, dual-enrollment coordinators, program directors, and deans will not receive stipends for assuming mentoring duties.

## TLC Staff

At the start of each regular evaluation cycle (fall of each year), the TLC will provide each department chair or program director with the names of adjunct faculty members who are scheduled for review and will also request updated mentor information.The TLC will enroll all adjuncts scheduled for review into the portfolio course regardless of inactivity, and any changes to regular evaluation cycles should be reported to maintain updated evaluation records. TLC staff will follow the regular evaluation cycle for each adjunct according to evaluation schedule records and will enroll all adjunct faculty members due for a portfolio submission into the Canvas portfolio course. In cases where adjunct faculty members do not submit a portfolio, they will remain enrolled in the Canvas portfolio course to maintain the record of their evaluation cycles.

## Deans

Deans may request adjunct faculty participation in the adjunct faculty mini-portfolio process outside of the established cycle and shall approve the deferment of portfolio submissions when adjunct faculty are unable to complete their scheduled portfolio submission.