

College Operating Procedures (COP)



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| Procedure Title: | Adjunct and Concurrent Faculty (Orientation, Supervision, Professional Development, and Evaluation) |
| Procedure Number: | 03-1101 |
| Originating Department: | Vice President of Academic Affairs |
| <u>Specific Authority:</u> | |
| Board Policy: | 6Hx6:3.05 |
| Florida Statute: | |
| Florida Administrative Code: | |
| Procedure Actions: | Adopted: 06/01/2010; 02/15/2011; 02/15/2018; 02/17/2020; 02/18/2021; 02/12/2025 |
| Purpose Statement: | To ensure that adjunct and concurrent faculty, have exemplary orientation, supervision, professional development, and evaluation. |

Guidelines:

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

Procedures:

The Center for Teaching and Learning Excellence (CTLE) will provide an online orientation for adjunct and concurrent 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 and concurrent faculty will receive a certificate of participation upon completion of the online orientation from the CTLE.

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

- Adjunct and Concurrent 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)
- Center for Teaching and Learning Excellence 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
- Annual Review Schedule
- Student Opinion Survey (SOS) Results
- Academic Advising and Early Alert Compliance Training (i.e. Title IX)

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

Adjunct and concurrent 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 and concurrent faculty members are encouraged to participate in professional development sessions offered through the Center for Teaching and Learning Excellence (CTLE). Adjunct and concurrent 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 and concurrent faculty in his or her area. This includes assuring that adjunct and concurrent 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 and concurrent faculty member. All adjunct and concurrent faculty members will be required to complete an annual review process, which includes the submission of their student opinion survey results, student success data, a reflection on teaching, the establishment of goals for the following year, and an observation form (new and dual enrollment adjunct faculty only). The annual review forms are reviewed and may be commented upon by the Department Chair or Program Coordinator. New adjunct and concurrent faculty members are observed at least once during their first semester of teaching. Annually, adjuncts will be added to a Canvas Course where they will submit their required forms, and reflections.