

CHAPTER TWELVE

ADJUNCT/PART TIME FACULTY

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12.00.00 INSTITUTIONAL PHILOSOPHY ON PART-TIME FACULTY

Richmond Community College employs adjunct/part-time faculty whose academic and professional preparation and teaching abilities qualify them to be effective teachers and instructors. Adjunct faculty may be hired for any one (or more) of the following reasons:

1. To provide a flow of ideas from the world of work to the classroom.
2. To offer courses for which the College does not have a full-time instructor.
3. To offer courses scheduled at a location and/or time when full-time faculty are unavailable.
4. To adapt to fluctuating enrollments.

The use of adjunct faculty enables the College to enrich its classroom teaching, ensures that contemporary practice and classroom instruction are in consonance, builds bridges to the local community, and allows flexibility for unexpected social and economic changes.

12.01.00 RESPONSIBILITIES

The overall responsibility for management and employment of part-time/adjunct faculty rests with the Vice President for Instruction. The authority for day-to-day management and operations is delegated to the Dean of Instructional Services.

Because adjunct instructors are employed in all curricula, division and department chairpersons assume an inherent responsibility for the orientation, mentoring, consultation, evaluation, and general assistance for adjunct faculty teaching in their programs.

As part of the contract, adjuncts are expected to attend an orientation/teaching workshop each semester. Adjuncts are also invited to attend department and division meetings and faculty development activities

12.02.00 PART-TIME/ADJUNCT ACTIVE LIST

A. Definition

A list of persons certified for appointments to fill specific adjunct instructor vacancies.

B. Management of the List

1. An active adjunct list will be maintained for all curriculum programs by the Vice President for Instruction and managed by the Dean of Instructional Services.
2. The list consists of all currently certified adjunct instructors who have taught within three (3) years and express a desire to remain on the list.
3. New persons will be added to the list in accordance with the procedures for recruiting and selecting which is outlined herein. The informal recruitment of new adjuncts is a continuous process; however, at least sixty (60) days prior to the beginning of a semester, the list will be evaluated to determine any special needs for the upcoming semester. Those needs will represent priorities for a formal, directed recruiting effort.
4. The list will be maintained in a computerized data file categorized by curriculum program. Each instructor will be added to the file with annotations of courses that the instructor is approved to teach in each curriculum.

C. Probationary Status

New persons will be added to the list in a probationary status until completion of their first teaching assignment. At the completion of the first assignment, a decision will be made by the Vice President for Instruction whether:

1. to terminate the certification and remove the instructor from the list,
2. to continue the instructor in a probationary status for one additional assignment, or
3. to grant certification.

An instructor cannot be retained in a probationary status beyond completion of a second teaching assignment.

D. Personnel Folders

A personnel folder will be maintained for each person on the list. These folders will be maintained by the College's Director of Human Resources.

E. Appointments

Appointments will be made from the active list with the recommendation of Department Chairpersons as needs arise each semester. Whenever possible, appointments for an upcoming semester should be tendered at least thirty (30) days

prior to the beginning of classes. Authority to formally tender appointments from the certified list is delegated as follows:

1. Curriculum, Day: Vice President for Instruction
2. Curriculum, Evening: Dean of Instructional Services

F. Removal from the List

1. Persons who have not been offered nor accepted an adjunct teaching appointment in a three (3) year period will be removed from the active list. Personnel folders for persons removed from the list will be retained in an inactive file for a period of two (2) years and then destroyed. A person who has been removed from the active list must go through the selection process again to be placed back on the list.
2. A person may be removed from the list at any time for unsatisfactory performance. Authority to remove a person from the list is vested in the Vice President for Instruction. A person so removed from the list will be notified in writing and is entitled to request a hearing on the action.

12.03.00 RECRUITING

A. Definition

"Recruiting" is the process of seeking qualified, competent individuals to apply for potential or projected part-time faculty vacancies.

B. Recruiting Procedures

1. Responsibility for recruiting candidates is vested with the Vice President for instruction assisted by the Dean of Instructional Services.
2. Informal recruiting is conducted continuously to accommodate candidates responding to personal contacts, word-of-mouth solicitations, etc. The staff, faculty, and current adjunct faculty are the primary resources for informal recruiting.
3. Formal or directed recruiting will be conducted periodically to search for candidates with skills that are otherwise difficult to attract through informal recruiting methods. Media advertising will be used as appropriate for formal recruiting efforts in accordance with established College policies.

C. Application

All applicants are required to submit the following data which are kept on file at the College Human Resource Office:

1. Completed RCC Application for Employment
2. Transcripts and/or credentials

D. Screening

1. Only persons with complete application files who are fully qualified by education and/or experience for the position being sought will be considered in the selection process. Under SACS criteria, persons seeking to teach curriculum courses "must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same disciplines.

Responsibility for screening candidates for a selection interview rests with Division/Department Chairpersons. Job descriptions for full-time faculty positions will be used as guidelines for determining that adjunct applicants meet the same requirements as their full-time counterparts.

2. The credentials of applicants will be screened by the appropriate department chairperson who will complete an applicant review form indicating which curriculum courses the applicant is qualified to teach. The review is based upon information provided in the Application Form, college transcripts, and documentation of work experience.

12.04.00 SELECTION

A. Definition

"Selection" is the process whereby applicants for adjunct faculty positions are screened, interviewed, and accepted or rejected for inclusion on an adjunct active list.

B. Interviews

Applicants who pass the screening process for curriculum (day positions) will be interviewed by the Vice President for Instruction and the Division and/or Department Chairperson.

Applicants who pass the screening process for curriculum (evening positions) will be interviewed by the Dean of Instructional Services and the Division and/or Department Chairperson.

C. Credential Evaluation

1. Special consideration will be given to evaluating an applicant's teaching ability and/or experience. Applicants with no previous teaching experience may be asked to demonstrate their classroom ability with a brief presentation to a selected audience.
2. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such exceptions must be fully supported by documentation and written justification by the division/department chairperson and the Vice President for instruction.

D. Acceptance

1. Final authority to approve or reject an applicant and to recommend the applicant to the President for employment will rest with the Vice President for Instruction. Acceptance and approval to teach curriculum courses is indicated by the approval of the Application Review Form by the appropriate person.
2. Applicants accepted will be nominated to the President for review by the Board of Trustees before being added to the active list. The Vice President for Instruction is responsible for submitting the nominations for the active lists.

12.05.00 ORIENTATION, COMPENSATION, AND CONTRACTING

A. Definitions

1. "Orientation" refers to all the measures taken to familiarize adjuncts with college policies, procedures, facilities, and personnel in order to prepare adjuncts to perform their responsibilities more effectively.
2. "Compensation" refers to the method and amount of remuneration provided to an adjunct during a given contract period.
3. "Contracting" is the formal legal relationship that exists between RCC and the adjunct instructor during the specified length of a course.

B. Orientation

1. Orientation for adjunct faculty will be conducted on an individual basis as soon as possible following acceptance of an appointment offer. Responsibilities for the orientation process are to be fulfilled as follows:
Day adjunct faculty - the Vice President for Instruction and Division or

2. Group orientations will be scheduled each semester by the Faculty Development Coordinator to deal with matters of general interest to all adjunct faculty.

C. Compensation

1. The compensation level should be agreed upon and the contract signed during the orientation process. The Vice President for Instruction reviews the contract forms and compensation schedules for appropriate modifications each fiscal year.
2. The final determination of compensation for each faculty member is made by the Vice President for Instruction based upon a review of all applicable criteria and the applicable rate for degree and number of credit hours of the contract.

D. Adjunct Faculty Handbook

An **Adjunct Faculty Handbook** will be maintained and used as a particularly valuable resource for adjunct orientation purposes. The Dean of Instructional Services will review and update the Handbook as appropriate to insure it is complete, up-to-date, and reflects current policies and procedures. The Dean will provide a handbook to each adjunct instructor.

E. Contracting

1. Authority to contract is vested in the Vice President for Instruction who is required to countersign all contracts with adjunct instructors teaching courses in the curriculum programs. The rate of compensation is specified in the contract, as are the performance standards, and the inclusive dates of the employment period. Refer to Section 8.20.01 for adjunct travel regulations.
2. Contracts are normally offered to cover only an academic semester and compensation is normally based upon a contract rate based on classroom credit hours. Variance from this procedure may be recommended by the Vice President for Instruction for special situations, with final approval by the President. Completion of a contract does not presume that the College is obligated to provide future employment on either a full-time or part-time basis.

F. Adjunct Faculty Absences From Class

Adjunct faculty members who cannot meet a scheduled class must notify the office of the Vice President for Instruction or the Dean of Instructional Services (for evening classes) prior to the beginning of class. These offices will arrange for notification of the class(es). It is the responsibility of the faculty members:

1. To make up the class by scheduling an additional instructional period or,
2. To provide a meaningful academic experience providing students with a comparable requirement to the time normally spent in class when personal class coverage is not possible nor compatible with the sequence of instruction or,
3. When the absence can be forecast to arrange for satisfactory coverage of the class through:
 - (a). Departmental colleagues or;
 - (b). Qualified outside speakers or adjunct faculty or;
 - (c). Scheduled activities through the Learning Resources Center or Guided Studies Center.
4. To ensure, in all cases, that the course objectives are fulfilled, and;
5. To submit to the Vice President for Instruction or the Dean of Instructional Services, within one week of the absence, a "Faculty Absence Report" Form certifying that course instructional objectives have been met for the period of absence.

G. Adjunct Faculty Responsibilities

Each adjunct instructor is responsible for:

1. Preparation of course objectives and a course outline in accordance with guidance provided by the appropriate College supervising official.
2. Submission of a course outline for approval prior to the beginning of classes.
3. Conducting instruction in accordance with the approved course outline.
4. Being thoroughly prepared for each class meeting.
5. Being prompt and utilizing class time effectively.
6. Being reasonably available for student counseling, either immediately before or after scheduled class times and/or at some time convenient for the students.
7. Maintaining attendance, grades, and other students records as prescribed herein or by the College directives.
8. Emphasizing to all students the importance of prompt, regular, and continuous class attendance.

9. Maintaining the degree of discipline, decorum, and housekeeping in the classroom necessary to establish an effective learning environment.
10. Reporting promptly any problems or recommendations to the appropriate College supervisory official.

12.06.00 INSTRUCTIONAL SUPPORT

A. Definition

"Instructional Support" is the facilities, equipment, materials, and personnel provided to adjunct faculty to aid them in the performance of their duties.

B. Procedures

1. Every effort will be made to provide the same level of support to adjunct faculty that is afforded to full-time faculty. Responsibilities for insuring classroom support to adjunct instructors are as follows:
 - (a). Curriculum, Day: Vice President for Instruction
 - (b). Curriculum, Evening: Dean of Instructional Services
2. All aspects of the support system will be discussed with adjuncts during the orientation process. Adjuncts will be given an opportunity at the end of the contract period to evaluate the adequacy of the support that was provided.

12.07.00 SUPERVISION AND EVALUATION

A. Definitions

1. "**Supervision**" refers to the techniques and practices employed by RCC to monitor and control the activities and performance of its adjunct instructors.
2. "**Evaluation**" includes all measures taken by RCC to assess the effectiveness of its adjunct instructors, as well as to rate its own effectiveness in dealing with its adjuncts.

B. Responsibilities

1. Responsibilities for supervising the day-to-day activities of adjunct instructors are jointly shared by the Division/Department Chairpersons and the Vice President for Instruction and/or Dean of Instructional Services.
2. The role of the supervisor includes insuring that adjunct instructors are present for classes, are conducting productive classroom sessions, and

C. Evaluations

1. Formal evaluations of an adjunct instructor's performance will be conducted in the following manner:
 - (a). The Department/Division Chairpersons, in conjunction with the permanent faculty, will make classroom visit during a new adjunct's first semester and at least annually thereafter during the adjunct's continued employment. The results of the visit will be shared with the instructor and will be recorded on a Supervisory Classroom Visit Form, and a copy of the results retained in the adjunct instructor's personnel folder.
 - (b). A student evaluation will be conducted each semester on all adjunct instructors. A summary copy of the results of the student evaluation will be provided to the adjunct instructor after the completion of the course and a copy will be retained in the adjunct's personnel folder.
2. Results of both the supervisory and student evaluations will be analyzed to assist in decisions concerning the re-certification of an adjunct and to help determine the kind of activities that should be planned for the adjunct development program.
3. Adjunct instructors will be given an opportunity to evaluate their experience at RCC each semester. Results of these evaluations will be used to improve RCC's policies and procedures for the employment and management of adjunct instructors.

12.08.00 DEVELOPMENT PROGRAM

A. Definition

"Development" refers to the broad range of activities generally designed to enhance and to provide alternative professional and pedagogical skills of adjunct instructors.

B. Responsibilities

The Vice President for Instruction and the Dean of Instructional Services are responsible for establishing a development program for RCC's adjunct instructors, working in conjunction with Division/Department Chairpersons and the Faculty Development Coordinator.

C. Content

The content of development activities will be determined mainly through a needs assessment process. Primary sources of input will be:

1. results of student and supervisory evaluations,
2. direct input from adjunct instructors, and
3. compilation of new information relating to student learning.

D. Adjunct Faculty Advisory Committee

An adjunct faculty advisory committee will be formed to assist the faculty development coordinator in the determination of activities for professional development and to help in conducting programs.

E. Participation

Adjunct faculty members are expected to participate in at least one orientation faculty development activity as part of the semester contract. A record of participation will be kept by the Curriculum Office.