

ELIZABETH CITY STATE UNIVERSITY
Weekend Evening Program

Weekend/Evening Program

The Weekend/Evening Program serves as the administrative unit for coordinating support resources for all part-time/adjunct faculty. The Director of the Weekend/Evening Program reports to the Associate Vice Chancellor for Academic Affairs, within the Office of the Provost/Vice Chancellor for Academic Affairs.

Weekend/Evening Program Courses

Department chairs are responsible for scheduling courses and identifying qualified part-time/adjunct faculty that will be utilized in the courses. Once the determination is made, department chairs will forward a listing of the faculty to the Weekend/Evening Program. The Director of the Weekend/Evening Program will be responsible for processing Letters of Intent, Recommendation for Personnel Action Forms, and Employment Contracts. The Director of the Weekend/Evening Program will assist department chairs in identifying qualified part-time/adjunct faculty by annual advertising for part-time/adjunct faculty in local newspapers. Responses to advertisements will be shared with the appropriate department chair.

Weekend/Evening Program Part-Time/Adjunct Orientation Meeting Luncheon/Workshop

At the beginning of each semester, an Orientation Meeting/Luncheon/Workshop will be held. This activity will serve as a means of supplementing the initial orientation given by department chairs. Any relevant updates will be provided and discussed. After the luncheon meeting, faculty will participate in a workshop designed to improve adjunct faculty professional expertise. All part-time/adjunct faculty are invited to attend; however, attendance is mandatory for all part-time/adjunct faculty employed in the Weekend/Evening Program.

Technology Workshops

The Weekend/Evening Program will host at least one Blackboard Training session each semester. The purpose of the workshop will be to provide training to part-time/adjunct faculty for developing web-enhanced courses. In addition, information on other technology training available at ECSU will be provided. All part-time/adjunct faculty are invited to participate in the workshops.