

ELIZABETH CITY STATE UNIVERSITY Adjunct Faculty Guidelines and Procedures

Elizabeth City State University is committed to providing quality instruction to all of its students. It seeks to ensure that the content covered, and level of quality exists in all classes taught regardless of whether it is being taught by part-time/ adjunct or full-time faculty. Part time/adjunct faculty appointments are Special Faculty Appointments made for a limited period of time normally on a semester basis. They are limited to teaching nine credits per semester.

Part-time/adjunct faculty members teaching courses for credit must meet the same requirements for professional, experiential and scholarly preparation as their full-time counterparts teaching in the same disciplines. All part-time/adjunct faculty members teaching credit courses leading toward the baccalaureate degree, other than physical education activities courses and Military Science, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases will be justified through the Alternate Credential process on an individual basis.

The university monitors the utilization of part-time faculty to ensure that the number of full-time faculty is sufficient to provide "effective teaching, advising, scholarly and creative activity, and curriculum development, policy making, institutional planning and governance" Qualified part-time/adjunct faculty who can enrich and enhance the educational program by bringing to the classroom additional experience and areas of expertise are actively recruited and appointed, as needed.

Appointment of Part-Time/Adjunct Faculty

It is the responsibility of the department chair to identify appropriate candidates for part-time/adjunct faculty positions. The department chair must ensure that their credentials are appropriate, arrange an interview with the appropriate Dean, make the recommendation for appointment to the Dean, provide an appropriate orientation session for the faculty member and supervise and evaluate the faculty member.

In exceptional cases a candidate may have outstanding professional experience or special expertise that may be considered in lieu of formal academic preparation. If after consultation between the Chair, the Dean, and the Provost and Vice Chancellor for Academic Affairs, the candidate is deemed to be an appropriate faculty member, the department chair must prepare the justification showing how the experience or special expertise supports the position. This justification must be approved by the Dean and the Provost and Vice Chancellor for Academic Affairs and must be filed in the Office of the Provost and Vice Chancellor for Academic Affairs at the time of the appointment.

All first-time, part-time/adjunct faculty must be scheduled for an interview with the appropriate Dean. Before that meeting, the department chair should forward a completed application folder of the candidate to the Dean and to the Provost and Vice Chancellor for Academic Affairs.

The department chair makes the appointment recommendation to the appropriate Dean. Final approval of the appointment of the candidate rests with the Provost and Vice Chancellor for Academic Affairs.

Each part-time/adjunct faculty member appointed must provide the following for the personnel folder:

- Signed Application for Employment
- Updated Vitae
- Three Letters of Recommendation
- Official Transcripts:
 - Undergraduate
 - Masters
 - Doctoral (if applicable)

The candidate should request that all official transcripts be sent directly to the Provost and Vice Chancellor for Academic Affairs. However, it is the responsibility of the department chair to collect all other credentials and provide them to the Provost and Vice Chancellor for Academic Affairs.

Orientation for Part-Time/Adjunct Faculty

All part-time/adjunct faculty will participate in a mandatory general orientation to the University and a specific orientation to the employing school/department. The general orientation will be conducted each semester during the opening Academic Affairs Institute. It will focus on general information about the university and general Academic Affairs policies and procedures. The department chair will be responsible for conducting a specific orientation to his/her department and school. The department/school orientation should include an introduction to departmental/school colleagues and staff; information about relevant departmental/school policies such as grading procedures, attendance, etc.; curriculum information; secretarial services; learning resources, office space, and conference hours.

The department chair should also make clear to the part-time/adjunct faculty that students must have appropriate access to part-time/adjunct faculty for conferences, questions, make-up work, etc. The part-time/adjunct faculty member is expected to hold a minimum of one (1) office hour per week for each 3-credit hour course in their teaching load (Policy 300.1.19).

Supervision of Part-Time/Adjunct Faculty

The department chair serves as supervisor of the part-time/adjunct Faculty member, providing information on all academic matters, clarification of policies and issues (such as attendance, mid-term grades, and assessment); and assistance with any problems related to curriculum and instruction.

Evaluation of Part-Time/Adjunct Faculty

The department chair evaluates each part-time/adjunct faculty member annually, or per semester for one-semester appointments, and observes at least one class period of each new part-time/adjunct faculty member. The department chair's evaluation will be based on *teaching*. Student evaluations will be administered each semester for all part-time/adjunct faculty. Continued employment of the part-time/adjunct faculty member will be contingent upon the results of the evaluations.

Expectations of Part-Time/Adjunct Faculty Members

All part-time/adjunct faculty are expected to meet all classes as Scheduled and to hold all classes for the entire class period. Should an emergency arise prohibiting the faculty member from attending a class, he/she must notify the department chair prior to the class meeting. For non-emergency absences, the part-time/adjunct faculty member must submit a Faculty Request for Absence Form in order to gain approval prior to the anticipated absence.

All part-time/adjunct faculty are expected to adhere to all standards and expectations stipulated by the university. These standards and expectations include, but are not limited to, timely and early assessment of students so that mid-term grades issued to students are clearly related to performance; attention to appropriate handling of mid-term and final grades; adherence to printed academic guidelines; submission of syllabi and other reports.