Longer Term Adjunct Contracts

Conditions for an offer –

1) A department has a specialized course(s) for which there is no, or not enough, full time faculty within the department qualified to teach the course(s), and/or
2) There is a need to secure quality adjunct in off-campus locations.

Process –

1. The department head/program director and Associate Dean determine there is a need.
2. Opportunities shall be posted internally.
3. The department head/program director and Associate Dean interview the candidate(s).
   Criteria used to evaluate the candidate may include, but is not limited to –
   a. Experience
   b. Teaching Demonstration
   c. Credentials
   d. Interview
   e. Documented Quality Teaching
   f. Input of full time faculty.
4. The offer is for a one year contract that can be continued year-to-year.
5. The offer can be for one or more classes (up to contractual limit for adjunct).
6. Classes are assigned after full time faculty normal load but before faculty select their overload.
7. The contract can be voided if enrollment drops such that the class(es) are not offered within the semesters of the contract or prevents a faculty member from being assigned a full load (ref: article 6 B 2 & article 12 A 5)
   a. Before the contract is voided, the college will make every effort to offer alternative classes to the adjunct for which he or she is qualified.
8. An adjunct with a longer term contract that does not provide for the maximum number of contact hours, may request additional hours through the traditional adjunct level 4 process outlined in the contract.
9. All other parameters outlined in the contract which pertain to adjunct apply to this position.

Jeffrey Greenman 6/17/2011
Kathy Redding 6/17/2011