

BEST PRACTICES FOR SUPPORTING ADJUNCT FACULTY

Adjunct Faculty Advisory Committee

Include

- Invite adjuncts to department meetings and activities
- Incorporate adjuncts into the course design or revision process
- Include adjuncts on the listing of faculty/staff on your department's website
- Recognize adjunct faculty

Communicate

- Assign a lead communication contact to adjuncts
- Include adjuncts on department-specific emails and announcements
- Update the department listserv/email list to include current adjunct faculty on emails
- Communicate individually with the adjuncts at least once each semester
- Review course evaluations with adjuncts regularly
- Communicate expectations before instruction begins and as expectations are modified

Support

- Provide adjuncts advanced notice of teaching load to allow for adequate class planning
- Create opportunities for support among adjuncts in your department
- Provide a deliberate mentor for new adjuncts and/or for adjuncts who request it
- Create opportunities for interaction between adjuncts and full-time faculty
- Provide adjunct training
- Encourage the pursuit of professional development
- Gather enough information and communication to know whether adjuncts are doing a satisfactory job

