

## Principles for the use of Adjunct Instructors

While it is preferred that all Westmont College courses be taught by fulltime, permanent faculty, this cannot always be the case. The need to supply special expertise, to cover release time and sabbaticals, and to fill in temporarily for vacant positions often requires the use of qualified part-time or temporary instructors. In such cases, the following principles should inform our decisions.

### **Selection:**

- We desire that all faculty teaching at Westmont be able to sign the Statement of Faith and to support enthusiastically the mission of the college. We understand, however, that in some situations this may not be possible.
- All faculty hired to teach required GE courses with a philosophical foundation (e.g. Common Contexts courses) must be able to affirm by signing the Statement of Faith and support the College's mission.
- There is more leeway in the hiring of faculty for labs and technical or skills-based courses. However, such instructors should understand the nature of Westmont's mission and be willing to work in harmony with it.
- When these conditions cannot be met, the course should not be offered or should be offered through the use of overloads.
- The department chair and the provost should interview all potential hires to insure that these conditions are satisfied.

### **Use:**

- The best instruction in a department should not be reserved for upper division courses and no permanent member of the faculty should be exempt from teaching lower division courses.
- Preference should be given to using adjuncts as specialists to provide an enriched curriculum in the major. Lower division courses are more properly taught by permanent faculty who should have a broader vision of a Westmont education.

**Oversight:** *The following procedures apply to the initial appointment of an adjunct and should be appropriately reduced over time for adjuncts used on an ongoing or repeated basis.*

- Before the semester begins, the department chair and the adjunct should review the course syllabus as well as relevant material from the Academic Policies and Procedures Handbook. Policies related to final exams are of particular importance. Oversight procedures and expectations also should be explained at this time.
- The department chair should visit a class within the first four weeks of the term and consult with the adjunct about what was observed. Depending on the outcome of the first visit, additional visits might be scheduled.
- Within the first six weeks of the term, the department chair should administer a confidential evaluation instrument to the class. This instrument should be tailored to the specific course, adjunct and likelihood that the adjunct will be used again in

the future. If warranted, the chair should conduct additional student interviews. The department chair should review the results with the instructor in a manner that maintains the confidentiality of individual student respondents.

- Near the end of the term, the standard Westmont College course evaluation should be administered.
- The department should maintain copies of all of the evaluative material in case the instructor is considered for additional employment in the future. A cover sheet should be added recommending that the instructor
  - a. be used again as needed,
  - b. not be hired again, or
  - c. be employed only under specified restricted conditions.A copy of the cover sheet should be sent to the Provost's office.

**Enculturation:**

- It is our desire that all faculty, including adjuncts, understand Westmont's ethos and become part of the community.
- When appropriate, department chairs should consider inviting adjuncts to attend departmental meetings.
- Adjunct faculty should be informed of and encouraged to attend such campus activities as faculty forum, faculty exchange and special lectures.

# Adjunct Professor Summary Sheet

One copy of this sheet should be kept in the department along with the evaluative material.  
A second copy should be sent to the provost's office

Department \_\_\_\_\_ Semester \_\_\_\_\_

Name of Adjunct \_\_\_\_\_

Course(s) Taught \_\_\_\_\_

## Future Hiring recommendation

Hire again when appropriate

Do not hire again

Consider for rehire only under the following circumstances:

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Department Chair)