

# Department Chair Adjunct Checklist

## During Recruitment:

- Communicate the Christian mission of Westmont and the need to work in harmony with that mission.
- Communicate any expectations (content, emphasis, integration, assessment) of related to General Education or departmental roles the course(s) may have.
- Make arrangements for the adjunct to be interviewed by the Academic Dean
- Do **not** talk about the potential salary range.
- Do **not** make any offer of employment. Offers of employment come from the Academic Dean.

## After hire and prior to the start of classes:

- Review academic expectations with the adjunct
  - Course Syllabus
  - Specific teaching expectations related to the nature of Westmont's mission, General Education status of courses, or the place of the courses in the major.
  - Grade definitions
  - Final exam policies
  - Midterm and Final grade posting expectations and procedures
  - Provide a copy of the Academic Policies and Procedures
  - Provide a copy of the department's last Program Review Report.
- Review general employment issues
  - Location of classroom(s)
  - Keys
  - Parking sticker
  - Location of office
  - Expectations for office hours
  - Secretarial assistance
  - Invite the adjunct to participate in community building events such as department meetings and faculty forum
  - Review Community Life Expectations

## During the Semester:

- Monitor teaching
  - Visit the adjunct's class(es) within the first four weeks of the term
  - Administer a confidential evaluation instrument to the adjunct's class(es) early in the term.
  - Consult with students in the adjunct's class to watch for potential problems on an ongoing basis. Be proactive when problems are identified.
- Include the adjunct in departmental and college events

## At Semester End:

- Be sure that the standard Westmont College course evaluation has been administered.
- Remind the adjunct of final exam and grade posting procedures
- Add any relevant notes from the term to your department archives
- Complete the Adjunct Professor Summary Sheet. Keep a copy in the department and send a copy to the provost's office.