

Temporary, Part-time, and Adjunct Faculty Policy Department of Leadership, Technology, & Human Development

This document outlines the policies relative to selection, training, mentoring, and evaluation of temporary, part-time, and adjunct faculty in the Department of Leadership, Technology, and Human Development.

Temporary faculty defined as those faculty who are employed in instructional duties, but who do not have a continuing appointment.

Part-time faculty shall be defined as those faculty who are employed in instructional duties, but who have an EFT of less than 0.375 during a semester.

Adjunct faculty shall be defined as those faculty who perform instructional duties, but are not compensated beyond their regular compensation for these duties. These faculty typically are staff personnel at Georgia Southern or personnel employed outside of Georgia Southern who volunteer to perform instructional duties without pay.

Selection

Faculty will be the best qualified who are available. Minimum qualification will be a Master's degree for undergraduate instruction and a Doctorate for graduate instruction. Each will have appropriate subspecialty qualification to teach the required courses. Exceptions will be approved in writing by the Dean of the College of Education.

Normally, new prospective faculty will be nominated to the Department Chair by the Chair of the search committee or the appropriate Program Coordinator. The Department Chair will interview the prospective faculty and make the employment offer. The faculty will be responsible to the Department Chair, however the Program Coordinator will assign course schedules and may assign other duties to support instruction.

All full time faculty will be evaluated annually. This evaluation will be used by the Department Chair to:

- review the faculty member's accomplishments in the preceding year,
- suggest areas for faculty improvement,
- guide the faculty member in establishing professional goals for the following year, and
- serve as the basis for merit raise considerations.

Training and Mentoring

The Department Chair will provide the necessary administrative support for the faculty. As a minimum, the Department Chair will meet with new faculty to orient them to departmental policies and procedures.

Program Coordinators will provide an orientation to the program. Additionally, they are responsible to provide sample syllabi, assessments, and rubrics. Assessments that must be

completed in a particular way such as NCATE Key Assessment components will be specifically identified. Training for the use of WINGS, WebCT, and GSAMS, as appropriate, will be scheduled before the academic course begins when possible. If not, the training will be scheduled to be accomplished as expeditiously as possible.

The Program Coordinator will assign a full-time faculty to work with the part-time faculty. If possible that faculty will have taught the course(s) that the part-time faculty will teach.

Evaluation

The Department Chair assumes primary responsibility for evaluating these faculty member's performance. All available evidence will be used. There will not, however, be an expectation of service or scholarship for these faculty.

Full-time Temporary faculty will be evaluated using the same procedures as other full-time faculty. Part-time and adjunct faculty will be evaluated at the conclusion of each semester. The Department Chair is responsible to convey the evaluation and any necessary action to the faculty member.