

DEPARTMENT CHAIR MEETING

SEPTEMBER 16, 2011

DISCUSSION – ADJUNCT HIRING

HIRING

Contact SBCCS HR to view most recent pool (online)

Review online applicants/applications

Also use personal contracts (the grapevine)

Faculty chair and other chair hold an interview, including a teaching demo (sometimes emergency situations arise) and then recommend or not to the Dean

ORIENTATION

Provide course outline of record, SLO, etc.

Introduce to campus resources (e.g. library, copy center, DSPS, etc.)

Assign a FT faculty mentor, especially for basic skills adjunct faculty as especially important for first time and/or limited experience faculty

Hold department meetings with all adjuncts during/ in conjunction with FA and SP orientation events (face to face, and in person) as difficult to hold meetings with adjuncts at other times

Can use memos, email, blackboard – clearing house for syllabi, SLOs, curriculum, general discussion

EVALUATION

Faculty chair personally evaluates brand new teachers

Evaluate as part of normal process – syllabus, sample tests/other assignment

Difficult to negotiate faculty administration divide