

Section: GENERAL INFORMATION
Subject: Performance Guidelines for Adjunct Instructors Teaching Credit Courses
Number: HR 3230

I. Institutional Regulations

The College shall establish performance guidelines for adjunct instructors who teach credit courses, provide support services to assist them in meeting the performance guidelines, and evaluate their performance.

II. Procedure

A. Performance guidelines shall include, but are not limited to, the following:

1. Adjunct instructors shall follow the approved course outlines;
2. Adjunct instructors shall develop syllabi for each of their courses, to be submitted to the appropriate supervisor during the first week of the term;
3. Adjunct instructors shall be encouraged to share any materials they develop while teaching a course.

B. Support services shall include, but are not limited to, the following:

1. Adjunct instructors shall attend new Adjunct Faculty Orientation (see HR 3205) either on their campus of origin or on the Ankeny Campus;
2. Adjunct instructors shall receive orientation in their course and subject matter from a program chair, a regular instructor, or a designee of the Provost/Dean/Director;
3. New adjunct instructors may be required to participate in a campus and/or program-directed mentorship. A mentor may be assigned to the new adjunct instructor which may include a regular instructor, another adjunct instructor, or designee of the Provost/Dean/Director;
4. Adjunct instructors shall have access to curriculum, test bank materials, course competencies, any published best practices, and other instructional materials that have been developed;
5. Adjunct instructors shall have access to all instructional support services available to regular instructors.

C. Performance Evaluation

1. New adjunct instructors shall have students complete the "Third Week Response" in each class during their first semester of teaching at DMACC;
2. An adjunct instructor who is teaching for the first time at DMACC shall have his/her teaching observed and evaluated by the end of his/her first semester by a Provost/Dean/Director or designee;
3. An individual conference shall be scheduled by a supervisor or designee to review the evaluation;
4. Subsequent evaluations shall be scheduled as needed. Specific suggestions for improvement, when appropriate, should be documented. Progress should be reviewed in subsequent evaluations;

5. Student Appraisal of Faculty evaluations shall be administered in each credit course taught by an adjunct instructor and the evaluation results shared with the adjunct instructor by the supervisor or designee.

APPROVED:



Executive Director, Human Resources

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November 1, 2009