

Please refer to Tennessee Board of Regents Guideline P-050

**I. Responsibilities**

A. The primary responsibility of this position is to provide quality instruction for student learning and maintain a positive learning environment in the classroom. The major emphasis will be on teaching and evaluating students in classrooms and laboratories. Faculty members shall not have family members or significant others enrolled in their classes.

B. Functional Responsibilities include:

1. planning and teaching classes as assigned and as outlined in the course descriptions and course syllabi;
2. supervising the learning activities of students in their assigned classes;
3. submitting requests through the academic department dean, program coordinator, or lead teacher for equipment, supplies, textbooks, and other instructional aids;
4. evaluating the academic progress of students;
5. demonstrating knowledge of services, regulations, and procedures as defined in the Adjunct Faculty Handbook;
6. submitting course grades and performing other administrative duties as required; and
7. scheduling office hours as required. For extenuating circumstances in which office hours cannot be scheduled, the adjunct faculty member must submit a written plan to the academic department dean describing how students can access the instructor. Adjunct faculty are not paid to hold office hours during the summer session.

**II. Selection**

A. All adjunct faculty in the academic teaching areas will have the same academic qualifications as full-time faculty. These qualifications do not apply to adjunct faculty teaching non-credit courses for Business and Community Services. The academic department dean or program coordinator reviews the credentials and interviews all applicants. Adjunct faculty are selected according to these four criteria:

1. academic degree and proficiency in the proposed course;
2. references;
3. previous experience in business, industry, or teaching; and
4. completed application and transcripts on file.

- B. After the initial semester, rehiring decisions will be based on these factors:
1. classroom observations by full-time faculty;
  2. student perception of instruction comments and numerical results;
  3. instructor attendance;
  4. maintenance of an appropriate learning environment;
  5. performance of administrative duties, in a timely manner; and
  6. needs of the College.
- C. All adjunct instructors will be employed subject to the laws of the State of Tennessee, the requirements and policies of the Tennessee Board of Regents, and the requirements and policies of Pellissippi State Community College.
- D. Adjunct faculty teaching assignments are dependent on sufficient enrollment in each course to be taught and/or other administrative considerations. Should the class(es) not have a sufficient number of students enrolled, the contract automatically becomes void. Pellissippi State also reserves the right to transfer the class(es) to a full-time faculty member. Adjunct faculty appointments do not include any assurance, obligation, or guarantee of subsequent employment. Adjunct faculty appointments may be canceled without prior notice and are not effective until approved by all college officials. The maximum teaching load will be in accordance with TBR and federal guidelines.

### III. Personnel Requirements

- A. All adjunct faculty who teach credit courses are required to initiate a background check and to submit the following documents to the Human Resources office at the time of initial employment:
1. an online Pellissippi State employment application,
  2. a current resume,
  3. an official college transcript(s) of all course work,
  4. a W4 form,
  5. an Employee Eligibility Verification Form (I-9 Immigration Form plus documentation, preferably driver's license and Social Security Card),
  6. a New Employee Information Form.
- B. A break in service of three years or more voids items 1-5 and requires that new forms be submitted to the Human Resources office. Adjunct faculty who teach only non-credit courses are required to submit all of the above except 3.
- C. Pellissippi State will hire only U.S. citizens and non-citizens lawfully authorized to work in the U.S. All new employees will be required to complete an Employee Eligibility Verification Form, I-9, before beginning work. The form is provided by the Human Resources office.

### IV. Evaluation Adjunct faculty are evaluated via the following steps:

- A. an in-class observation conducted by a full-time faculty member in each of the first six semesters of employment and at least once per year thereafter;
- B. student perception of instruction surveys conducted in all class sections taught.

## V. Professional Development Program

### A. Purpose

The purpose of the program outlined below is to provide professional development support to adjunct faculty. The program, which includes the development of a portfolio, is a requirement only for those adjunct faculty who teach credit courses and who wish to apply for a salary increase after six semesters of teaching at Pellissippi State Community College. Full-time faculty who have retired from Pellissippi State and who are teaching as adjunct faculty are not required to submit a portfolio but will receive the 15% increase unless they are covered under the Post-Retirement Service program.

### B. Program

After six semesters of teaching—excluding summer--and based on a favorable recommendation by the academic department dean, the adjunct faculty member may apply to receive a 15% increase effective in fall semester of the following academic year.

#### 1. Classroom Observations

At least once during each of the first six semesters of employment and at least once per year in subsequent years, a full-time faculty member (lead teacher, program coordinator, academic department dean, or designated faculty member) will visit a class session of the adjunct faculty member. The class visit will be documented and discussed with the adjunct faculty member and a copy of the observation form will be placed in the portfolio. Twice during this six-semester period, the adjunct faculty member will visit a full-time faculty member's class and write a report of each visit. The report will be placed in the portfolio.

#### 2. Student Perception of Instruction Surveys

Each term the adjunct faculty member teaches, student perception of instruction surveys will be completed in each class assigned. The tabulated results will be reviewed by the academic department dean and/or the program coordinator, discussed with the adjunct faculty member, if necessary, and placed in the portfolio.

#### 3. Professional Development

During the six-semester period, the adjunct faculty member will participate in a professional development program consisting of six sessions on appropriate teaching methods and instructional designs. The adjunct faculty member will write reports on each session and place them in the portfolio.

#### 4. In-service

The adjunct faculty member should attend the in-service meetings held at the beginning of each semester.

#### 5. Self-Evaluation

The portfolio will include a self-evaluation by the adjunct faculty member providing information that demonstrates growth as a teacher, such as professional development, objectives met, graduate courses taken, professional reading, and other appropriate activities.

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