

Subject: Adjunct Faculty

Policy Number: A.175

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Adjunct Faculty appointments are made to fill needs in the School when existing faculty are not available, or to teach unique areas of interest to students where existing faculty expertise is limited. Adjunct faculty appointments include, but are not limited to, doctoral students currently in SLIS, staff working within the University who teach a class outside of their normal duties, professionals currently working in the subject areas, and faculty from other institutions who fill unique needs.

The Director and Schedule Coordinator determine when there is a need for an adjunct. Required courses are usually taught by full-time faculty; however, exceptions will be determined by the Director. Doctoral student adjuncts hold the title of Graduate Teaching Assistant, while all other adjuncts hold the title of Part-time Teaching Faculty. An individual appointed as an Adjunct Faculty member serves as an honorary member of the faculty of the school.

Adjunct faculty are selected by the Director, the Schedule Coordinator, and the Committee on Instructional Quality with input from faculty. Adjuncts may be chosen from a pool of existing applicants or from a directed call for a certain subject area.

Adjunct faculty should have a demonstrable capacity for teaching or a record of successful teaching at the postsecondary level. Qualifications include expertise in and/or experience with the subject matter they are selected to teach. Potential adjuncts will go through an application process. Salary and compensation issues will be addressed between the Director and the adjunct.

Upon assignment to a course, all new adjunct faculty will be required to complete an orientation program, and will be provided with a support structure to promote continued excellence in teaching. Supports will include, but are not limited to, a faculty mentor and instructional resources. Adjunct faculty will undergo regular peer reviews of teaching, and reappointment is contingent upon successful peer reviews and student evaluations.

The Committee on Instructional Quality is responsible for designing, reviewing, and updating the procedures and documentation related to this policy: adjunct faculty appointment, onboarding and orientation, sustained support for quality instruction, evaluation, and reappointment.

Procedure for hiring, evaluating, and reappointing and adjunct instructor

1. Director and Schedule Coordinator recognize a need for a course to be taught. An adjunct instructor may be selected from known instructors in the field or submissions to a Call for Applications. Director initiates a Call for Applications. Doctoral student applicants are sponsored by their advisor or a faculty mentor.

2. Candidates submit an application consisting of a letter of interest, resume or CV, and a list of 3 professional references to the Director. Application materials should indicate previous teaching experience (content, level, and modality).
3. Director and Schedule Coordinator conduct initial screening of applications and the CIQ and faculty are invited to review the applications and provide formal input via a feedback form.
4. For the scheduling timeline, the hiring process for adjunct instructors ideally start 2 years in advance for special topics courses and 18 months in advance for all others. The minimum amount of time needed for a special topics course to get graduate school approval is 4 months for a campus course and 6 months for an online course (requires DED form).
5. A final hiring decision is made by the Director, who also makes any offer of employment. Director discusses compensation and the fact that onboarding activities are part of the compensation.
6. Director assigns a faculty mentor to the adjunct instructor and provides adjunct with contact information for mentor and Scheduling Coordinator.
7. The first semester that an adjunct teaches, they go through the Instructor Teaching Evaluation process and undergo a review of teaching by the mentor. Student evaluations of the adjunct instructor will be examined by the CIQ. An overall evaluation report will be shared with the adjunct instructor by the peer reviewer. The instructor will get a copy of their evaluation report.

Procedure for onboarding an adjunct instructor new to SLIS or new to a teaching modality

Note: Not all steps may apply to all situations; it will depend on the current status of adjunct (current staff member, doctoral student, etc.). All depends on the hiring time frame and whether they are teaching online or face to face.

1. Schedule Coordinator checklist:
 - Schedule the course with time slot and location.
 - Obtain syllabus and textbook requirements from instructor
 - If adjunct instructor is new to USC or has been out of the system for 6 months, obtain a USC network name and password.
 - Obtain other log-ins or licenses needed (Adobe Presenter, Camtasia, etc.)

- Refer instructor to read and use the Orientation Blackboard site with faculty mentor – INSTRUCTOR GUIDELINES – for help with pedagogy, technology, and local practices.
- Refer doctoral students to TA Training course.

2. Faculty Mentor checklist:

- Give instructor access to an existing Blackboard course.
- Give help with syllabus and course planning if needed.
- Works with instructor to use the Orientation Blackboard site – INSTRUCTOR GUIDELINES – for help with pedagogy, technology, and local practices.

3. Adjunct Instructor checklist

- Stay in communication with the Schedule Coordinator as you navigate the new systems and go through the onboarding process.
- Meet with faculty mentor.
- Let SLIS contacts know what you need help with.
- Submit syllabus to Schedule Coordinator.
- Submit textbook order.
- Work with faculty mentor to use the Orientation Blackboard site – INSTRUCTOR GUIDELINES – for help with pedagogy, technology, and local practices.