



ADJUNCT FACULTY



Finding the Best Fit



What's in a Name?



Does it make a difference in the people
who apply to teach?

What's in a Name?

- Adjunct
- Associate
- Part-time
- Facilitator
- Professor



Alignment



What kind of a person should be teaching
for your institution and program?

Alignment with:

- Religious Beliefs
- Mission/Vision of Institution
- Mission/Vision of Division/Program
- Contract Statements



Qualifications



Experience?

Education?

Experience and Education

- Minimum educational level
- Previous teaching experience
- Previous training experience
- Content Expert

Process in IAE at MNU

- Determine need for new instructor
 - What course?
 - What qualifications?
- Review files
 - Resumes
 - Transcripts
 - Letters of recommendation
- Contact for interview and discussion of requirements
 - Provide with materials, calendar, Faculty Handbook
- Checklist is helpful (see attached)
- Second Interview and discussion of instruction, grading, mentoring etc.
- HR paperwork (either before or after contract)
- Issue contract
- Follow-up prior to class starting
- What is your process?

Pitfalls

What do you need to watch for in determining that the best faculty member has been found?

Watching for Pitfalls

- Student evaluations and other feedback
- Teaching for multiple institutions
- Requesting too many contracts (how many is too many?)
- Inconsistent grading practices, attendance problems
- Students “love” this professor without reason
 - What does this mean about the professor?
- Comments that indicate an inconsistency to mission/vision of Institution (ie devotions)