

**Mohawk Valley Community College
Recommendations, Actions, and Responses
Adjunct Faculty Support**

RECOMMENDATIONS

Key Components:

- A. **There is a person (or persons) who has responsibility for coordinating support for the adjuncts across all departments.**

Action – A full-time Adjunct Coordinator and Service Learning Liaison position was created in 2009-10 and filled after a competitive search.

- B. **Communication is fostered by means of a web site and/or a newsletter which provides current information on the changes within the college and policies that affect those teaching.**

Action – An adjunct website was established in 2009 and is updated on a regular basis. <http://www.mvcc.edu/academics/adjunct-faculty/welcome>

- C. **At the start of each semester there is a meeting that includes refreshments, a focus on teaching, and department specific information.**

Action – The Adjunct Coordinator works with the Academic Centers and other offices to provide adjunct orientation sessions at both campuses at the start of each semester.

- D. **There are workshops provided that explain teaching strategies, campus information systems, syllabus preparation, evaluation, and assessment issues.**

Action – Adjunct faculty are invited to all five of the employee enrichment institutes provided throughout the year. In addition, some are invited to NFI for more intensive training.

- E. **Professional growth is encouraged with opportunities for coursework and travel.**

Action – See above. Although we are paying for professional development opportunities for the coordinator, we are not, at this time, paying for adjunct professional development travel for adjuncts. We have, however, developed a curriculum which we intend to launch this Fall, that will be offered to adjuncts (online and on ground day and night) that will allow those that meet other requirements to advance to a higher pay level.

Define a Comprehensive Adjunct Faculty Support System:

The Team recommends that the College establish a comprehensive support system for adjuncts. In order to provide for that system, the team recommends that the position of Adjunct Coordinator be established with responsibilities as below.

Adjunct Coordinator:

- A. Be an advocate for adjuncts.
- B. Assist in the design and upkeep of a Website for Adjuncts.
- C. Establish a monthly newsletter to include a summer issue.
- D. Update the General Policy Handbook for adjuncts.
- E. Develop topical workshops – scheduled by need, appealing to a broad audience such as teaching strategies, classroom management, and College procedures and policies.
- F. Develop a mechanism for increased departmental interaction such as department specific topics, course review, and best practices.

- G. Develop a semester survey of Adjuncts to get input on course related issues and general college policy.
 - H. Establish a liaison plan with full time faculty that is department specific.
 - I. Advocate for adjunct rank advancement and increased compensation to a level competitive with area colleges.
 - J. Establish a budget to support travel and professional development.
 - K. Arrange for fall and spring convocations.
 - L. The Adjunct Coordinator should be a 10 month appointment to report to the Vice-President for Instruction to coordinate with the fall and spring semesters.
- Action** – all of these elements were used to inform the development of the position description for the Adjunct Coordinator and Service Learning Liaison position.

Minimum Adjunct Qualifications*:

In order to bring the hiring of adjuncts back into the departments, we need to look at a set of minimum qualifications that can be used to hire adjuncts by the department head. Any recommendations would be reviewed solely by the VP for Instruction. In this way the hiring of instruction would lie within instruction.

For all departments:

A Master’s Degree in the discipline will be approved by the department head.

For all departments:

The department head may approve an adjunct faculty member with a Bachelor’s degree in the field and a Master’s degree in some other area in consultation with the Vice-President for Instruction.

For Art; Engineering Technology and Trade; Engineering Computer Science and Physical Sciences; Life Science; Mathematics; and Nursing Departments:

The Department Head may approve a Bachelor’s degree in the field after consultation with the Vice-President for Instruction and the President.

For all other degrees/certificates:

The Vice-President for Instruction and the President must approve these in advance.

*These qualifications are for hires after the date of adoption of this policy by the appropriate parties.

Action – After the Academic Centers were established in 2009, the VP for Learning and Academic Affairs and the academic administrators worked with faculty to consider these recommended minimum qualifications. A comprehensive grid was established that clearly identified the minimum qualifications for each discipline taught at MVCC. Based on these recommendations, the Board of Trustees no longer approves every individual adjunct faculty appointment, but rather approved the adjunct qualifications grid and any subsequent changes. Adjunct faculty hires are provided to the Board of Trustees as an information only item.

Advisory Committee:

In order to support the role of the Adjunct Coordinator the Design Team recommends that an Advisory Committee be established to work with the coordinator and to provide guidance and advice on issues as they arise. The membership of the committee should include, but not be limited to: 2 department heads, 2 full time teaching faculty, 6 adjunct

teaching faculty, 2 clerical support persons, a person from the Registration's Office, and the Coordinator.

Action – While no formal adjunct advisory committee exists, the Adjunct Coordinator & Service Learning Liaison works very closely with the Academic Centers to make any necessary changes to the adjunct faculty support system.

Adjunct Coordinator Search:

The Adjunct Faculty Support Design Team would like to be involved with the search for the adjunct coordinator.

Action – The membership of the screening committee for the Adjunct Coordinator search was comprised almost entirely of members from the Adjunct Faculty Support Design Team.