

Closing a College Action Project

Project Name: Improving the Adjunct Experience

Date Closed: September 2013

Project Leader: Laurie Chesley

In order to close a College Action Project you must provide a thoughtful response to the following three questions.

1. What is the primary reason for closing this project?

All of the goals of this project have been accomplished.

GOAL	ACCOMPLISHMENTS
<p>1. Develop consistent, yet discipline-appropriate, effective, and efficient ways to recruit, hire, and orient new adjunct faculty</p>	<ul style="list-style-type: none"> • Departments annually affirm their hiring standards and dean approves • Each semester deans track adherence to hiring standards • Semi-annual adjunct recruitment fairs • Creation of checklist for dh's/pd's/ESP's to use for new adjunct hires • Creation of a one-stop onboarding event each semester for new adjuncts • Creation of video for new adjunct hires • Creation of wallet-size card of important phone numbers for new adjuncts • Inclusion of material specifically for adjuncts in Essential Faculty Information booklet
<p>2. Improve the support (teaching and learning infrastructure) for adjuncts</p>	<ul style="list-style-type: none"> • Created standards for adjunct desks, file cabinets, and computers, and secured funding to bring departments up to the standard • Creation of an electronic adjunct availability form • Ongoing bestowal of Adjunct Excellent Award • Implementation of a survey to

	determine how well GRCC supports adjuncts in their teaching and learning efforts – results shared; improvements made
3. Improve the observation and feedback process for adjuncts	<ul style="list-style-type: none"> • Negotiation of an adjunct evaluation system – implementation this year (to be overseen by Fac Eval implementation Team) • Ongoing observation and feedback of all new adjunct faculty

All of the processes we have put into place to improve the adjunct experience have been institutionalized.

PROCESS	OWNER	TIMETABLE
Adjunct Recruitment Fairs	HR and Associate Deans for Faculty Evaluation and Hiring	Held semi-annually
New Adjunct One-Stop Onboarding	HR	Held at the beginning of Fall and Winter Semesters
Adjunct Print, Video, and Web Materials	HR / Provost's Office	Updated annually
Adjunct Infrastructure Review	Associate Deans of Operations	Review occurs every three years (next: Fall 2014)
Adjunct Survey – Support for Teaching and Learning	Institutional Research and Planning / Deans	Survey given every three years (next: Winter 2014)
Adjunct Observation and Feedback	Associate Deans for Faculty Evaluation and Hiring / Peer Observers / Provost's Office	Each new adjunct is observed in first semester of teaching / all adjuncts observed a minimum of once every three years
Monitoring of adjunct hiring standards	Deans	Occurs every semester
Adjunct Excellence Award	Center for Teaching Excellence	Awarded every fall

2. What aspects of this project would you categorize as successful? (Attach data as needed).
- Adjunct Recruitment Fairs – more convenient and streamlined for applicants and dh's/pd's – at least initially increased minority hiring
 - One-Stop Adjunct Onboarding Event – more convenient and streamlined for new hires and College staff
 - Adjunct Infrastructure Project – created standards where there were none internally or externally for adjunct offices (desks, computers, file cabinets)
 - Adjunct Evaluation Process – we now have a formal process that we'll be assessing as we undertake it
 - Documentation of hiring standards and adherence to those standards keeps us in compliance with HLC and makes our hiring practices more transparent and defensible
3. What aspects of this project would you categorize as less than successful?

It was disappointing that, after we went to the trouble to create an Adjunct Infrastructure Standard and to have it vetted by department heads, they did not all take advantage of the availability of additional desks, computers, and file cabinets.