

Guidelines for Part-time and Adjunct Faculty

The following items are provided to identify part-time and adjunct faculty members' responsibilities. There are other guidelines that apply to teaching faculty. Please consult the Faculty Handbook (www.westga.edu/~vpaa/) (click "Academic Policies", then click "Faculty Handbook"). Where special conditions or questions arise, please see Department Chair.

Please remember that upon hire it is your responsibility to:

- secure an I.D. (Second floor, UCC) – this must be done before purchasing a faculty parking sticker;
- purchase a faculty parking sticker and secure a gate pass for gated parking (Public Safety);
- secure password for access to the university computer system and office assignment (Department Secretary)

Syllabus preparation. All syllabi should have clear and explicit statements of:

- Meeting times, meeting place, and required texts
Text books are ordered through the office manager.
- Course requirements
It is imperative that specifics are given. For example, how many exams, the points assigned to each exam, and when the exams will be given. The same specifics hold true for all assignments, including papers, presentations, quizzes, etc. Please know that you cannot arbitrarily "add" course requirements as the semester progresses.
- It is important to have a statement regarding "missed work." Specifically, what is the policy if a student misses an exam or is two days late on turning in a paper?
- It is important to have a statement regarding plagiarism. Some faculty simply write: Any evidence of plagiarism on any course assignment will result in a failing grade for the course.
- Attendance policy (if desired)
- Office hours and means by which students can contact you (email, phone, etc).
Please know that for Spring Semester, 2005:
Haywood-Rouse, Conner, and Wood will share 223 Pafford, Phone: 678-839-6326.

Horton, Greer, Hopkins, and Harman will share 221 Pafford, Phone: 678-839-6325.
- Grading policy
How are grades calculated? If attendance counts, or if "participation" counts, be explicit about how it is calculated. Too, it is important to include a grading scale. The traditional grading scale is: 90-100 A; 89-80 B; 70-79 C; 60-69 D; 59 or below, F.
- Student learning outcomes for the course are required and must be stated with "action verbs", e.g., to identify, to critically examine, to learn, to apply, etc. In addition, the specific learning outcomes for your course should be linked to one or more specific degree program learning outcomes.

Examples of Learning Outcomes:

- To critically examine juvenile delinquency at the local, state, and national level.
- To learn about the socialization process during the stage of infancy.
- To learn to apply social works skills.

Do not hesitate to ask anyone in the department for help with course outlines. Copies of course outlines are also available through the Department Chair or the Office Manager.

2. Provide the department secretary with a copy of your syllabus at the beginning of classes.
3. You are expected to be accessible to students. The general rule for part-time/adjunct faculty is at least 30 minutes of time either before or after class.
4. If your course filled during preregistration, it is your choice as to whether or not you want to admit additional students. You are under no obligation to admit additional students. Enrollments are typically determined by the room size and fire codes. Please take this into consideration as you add students.

If you elect to add additional students:

- If you have access to the university computer system, please consult with the Office Manager for appropriate procedures;
 - If you do not have access to the university computer system, please consult with the Department Chair.
5. Early in the semester you will receive updated class rolls from the Registrar's Office. Please sign the appropriate rolls and return them to the department office manager.
 6. Course evaluations will be completed at the end of the semester. Inside each evaluation packet will be a set of instructions that must be followed; e.g. a faculty member must leave the room during course evaluations and these evaluations should be returned to the department office by a volunteer student in the course, not the professor.
 7. Participate in the department review process that is required for all part-time faculty on an annual basis.
 8. You are welcome, but not required, to attend department meetings. Department meetings are generally on a Monday or Wednesday, and always at 3:30 p.m. There are no expectations for you to serve as an advisor for majors, serve on committees, or meet the research expectations required of regular, full-time faculty members.
 9. If you are departing UWG and will not return again to teach, or if you will not be returning to teach again the next successive semester, please leave with the department secretary your grade book, graded exams and research papers, and other materials that were used to compute students' final grades. In your absence we need these materials to respond to students who appeal their final grades.

Approved September 2002; revised January 2003; revised January 2005.