

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	EMPLOYMENT, ORIENTATION, AND EVALUATION OF ADJUNCT FACULTY	Procedure Number: 3-3-124.1
Institutional Authority:	Vice President of Education and Training	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	3-3-124	

Approved:  President  Vice President of Education and Training

Date Adopted: 07/01/2004
Date Revised: 02/22/2010

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. EMPLOYMENT

- A. Human Resources Office (HR) will accept applications, resumes, and official College transcripts of applicants that desire to apply for adjunct faculty positions. Unofficial transcripts may be used for initial hire. However, adjuncts without official transcripts on file in HR by the end of the semester will not be hired.
- B. Applications, resumes, and transcripts will be maintained in an applicant pool file that may be accessed by the Vice President of Education and Training, Division Deans, and Department Chairs. The Division Dean, Department Chair, or the Vice President of Education and Training will make copies of applications, resumes, and transcripts of applicants to be interviewed. Adjunct faculty must satisfy SACS credentialing requirements.
- C. Upon completion of the interviewing process, the Department Chair, Division Dean, or the Vice President of Education and Training will notify the HR Office of the new hire and direct the adjunct instructor to the HR Office to complete a new hire packet. The education division will initiate the Employment Agreement process.

II. ORIENTATION

- A. Faculty orientation and training will be scheduled through the Office of Education and Training during the fall and spring semesters.
- B. Topics will include, but are not limited to, adjunct evaluations, academic freedom, admissions, student services, learning resources, and faculty responsibilities.
- C. Adjunct faculty will be compensated at their hourly rate for attendance at orientation sessions.

III. EVALUATIONS

- A. Department Chairs are responsible for reviewing and evaluating the teach performance of instructors in their area.
- B. Adjunct instructors will be observed each semester. The Department Chair will schedule a time for the classroom observation, preferably at a time when the instructor is teaching. The observer should arrive before the class begins and stay a minimum of forty-five (45) minutes. The observer will complete the classroom observation form, providing both positive feedback on classroom activities and constructive feedback on how to improve or enhance instruction.
- C. The observer should make an appointment with the instructor to discuss the observation form noting any strengths and/or weaknesses indicated. If necessary, the observer will assist the instructor in an effort to improve the overall quality of instruction. Together, they will develop a detailed plan of action that should be submitted to the Division Dean along with the completed observation form. The Department Chair will be responsible for follow-up and corrective measures.
- D. A Student Evaluation of Course and Instructor (SECI) will be completed for all instructors during fall and spring semesters. Department Chairs will review the results of evaluations for each instructor in their area. If an instructor receives an overall rating that is below the institutional standard, the Department Chair will schedule a meeting to discuss improvement. A detailed plan of action will be completed and submitted to the Division Dean.