

Department of Criminal Justice and Legal Assistant Studies Expectations for Adjuncts

Adjuncts are hired to teach specific classes for the department on a part-time basis. They are an integral part of our department, and we have the same expectations for excellence in teaching that we have for fulltime faculty. Expectations for adjuncts include the following:

- Prepare syllabi following UTC guidelines.
- When teaching a general education course, ensure that all approved objectives are adhered to and that all required materials are put on file each semester (including exams).
- Ensure that plagiarism is covered as a foundation in all courses, either by using the departmental PowerPoint presentation, or by using some other method to ensure that students are aware of this issue.
- Select teaching materials which are appropriate to the course description.
- Select teaching materials that reflect current developments in the field.
- Teach courses in accordance with the syllabus.
- Specify in the syllabus a set of reasonable grading practices and follow them carefully.
- Meet classes as scheduled or, if it is necessary to be absent, notify the department head.
- Be available to students outside of regular class hours as needed.
- Discuss any problems with students and/or any pedagogical concerns with the Department Head and/or the LAS Coordinator.
- Attain satisfactory student/peer evaluations.

Criminal Justice (CRMJ) and Legal Assistant Studies (LAS) Department Process for Evaluating Adjunct Faculty

Adjunct faculty (like all faculty) are required to submit a syllabus within the first week of classes. In addition, they are required to submit assignments for all major projects. All materials submitted by LAS faculty will be evaluated by the LAS Coordinator and materials from all other adjunct faculty will be evaluated by the Department Head. Any problems will be addressed immediately and the adjunct faculty member will be asked to modify the syllabus and/or assignments.

At the end of each semester, the CRMJ Department Head and LAS Coordinator review all student evaluations of each adjunct faculty member (both quantitative and qualitative) to determine effectiveness.

Course syllabi also are reviewed as are grade distribution data. If there are any problems evident in these areas, the Department Head or LAS Coordinator will meet with the faculty member to discuss any significant issues. If the issues are relatively minor and the adjunct faculty member indicates they have the ability to work on the issues identified, they will be allowed to teach an additional semester. If this situation occurs, a meeting will be scheduled during the additional semester to check on progress. If the issues are of major concern, the adjunct faculty member will not be asked to teach in any additional semesters.