

Department of English
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:

1. Prepare syllabi following UTC guidelines.
2. Select teaching materials which are appropriate to the course description.
3. Select teaching materials that reflect current developments in English Studies.
4. Teach courses in accordance with the syllabus.
5. Specify in the syllabus a set of reasonable grading practices and follow them carefully.
6. Meet classes as scheduled or, if it is necessary to be absent, notify the department head.
7. Be available to meet with students outside of regular class hours as needed.
8. Discuss with the department head and/or the director of composition student pedagogical concerns
9. Attain satisfactory student/peer evaluations. Students will do written evaluations of faculty at the end of each term. The Director of Composition and/or the Department Head or Associate Department Head will observe at least one class session during the adjunct faculty member's first year and will do additional observations as feasible.
10. Follow departmental policies and procedures (see both Department Handbook and Department By-Laws), noting that some requirements apply specifically to fulltime faculty or tenure-track faculty while others apply to all faculty. For example, adjunct faculty are invited to attend any/all faculty meetings and departmental programs, but attendance is not required.