

Department of Sociology, Anthropology, and Geography

Procedures related to Adjunct Faculty

Prior to being offered employment, potential adjunct faculty members will be required to meet with the department head for an initial interview. Upon hire, Adjunct faculty will meet with the department head prior to teaching to discuss teaching and evaluation philosophies as well as specific departmental and university procedures.

Adjunct faculty will be required to:

Develop appropriate course materials for the courses they are teaching.

Submit a syllabus during the first week of class for each course being taught in order to assure that they meet UTC guidelines.

Submit syllabi and examinations for general education classes by the end of each semester to assure that general education objectives are maintained.

In cases where the general education course is on probation, the course materials and/or general education objectives will be examined prior to the beginning of the semester.

Adjunct faculty members will be evaluated based on the following:

Adherence to UTC and department policies and deadlines. (These would include but are not limited to: holding office hours, responding to student inquiries regarding courses, constructing fair examinations, evaluating students fairly, returning student work in a reasonable time frame, and being consistently present for class meetings).

Student evaluations, grade distributions, and the feedback received by the department head from students.

Student complaints will be addressed by the department head in a meeting with the adjunct faculty in which proposed changes will be specified if necessary. If problems continue, the adjunct faculty member's contract will not be renewed.