

### **Adjunct Faculty Orientation Survey Responses**

The College of Education and Human Development utilizes adjunct faculty that teach at multiple sites including Holmes, Madison, the Mississippi e-Center, T.B. Ellis Gymnasium, and the E.E. Thrash Universities Center. Our unit works collectively to ensure the support of adjuncts teaching which is reflected in the survey responses provided by the department chairs below:

#### Educational Leadership

Space for adjuncts to meet with students: Space is available in Room 102 in the Joseph Jackson College of Education Building. The room is equipped with two phones, multiple desktop computers, Wi-Fi capacity, and meeting spaces for adjuncts to work and meet with students.

Department meetings: Adjuncts are invited to attend departmental meetings.

Additional expectations beyond teaching and meeting with students: Adjuncts are expected to make presentations at conferences and to publish on their research and pedagogy.

Separate adjunct faculty orientation: A separate orientation for adjuncts is offered.

#### Elementary and Early Childhood Education

Space for adjuncts to meet with students: Suite 317 in the Joseph Jackson College of Education Building is available.

Department meetings: Adjuncts are invited to attend departmental meetings.

Additional expectations beyond teaching and meeting with students: Adjunct faculty members should provide students with a contact number; respond to emails in a timely manner; and be available for students before and/or after class.

Separate adjunct faculty orientation: The department chair meets with adjunct faculty individually and provides them with departmental expectations.

#### Counseling, Rehabilitation and Psychometric Services

Space for adjuncts to meet with students: Space is provided for meetings with students. Contact the department chair for the location.

Department meetings: Adjunct faculty do not take part in departmental meetings.

Additional expectations beyond teaching and meeting with students: Adjunct faculty are expected to participate in accreditation visits and advisory board meetings

Separate adjunct faculty orientation: No separate orientation for adjunct faculty is offered by the department.

#### Health, Physical Education and Recreation

Space for adjuncts to meet with students: The spaces provided for adjuncts to meet with students are in the department and include a faculty conference room and two office spaces available for adjuncts as needed.

Department meetings: The department allows adjuncts to participate in departmental meetings and provides a meeting specifically for adjuncts.

Additional expectations beyond teaching and meeting with students: The department requires all adjuncts to follow the approved NCATE/CAEP syllabus for courses; to collect any assessment data associated with assigned courses; and to follow all departmental ethical guidelines for grading and reporting of grades and professional relationship and interaction with students and colleagues.

Separate adjunct faculty orientation: Adjunct orientations are held prior to the start of each semester to ensure understanding of course and departmental requirements.

#### Urban Higher Education

Space for adjuncts to meet with students: Space is provided for meetings with students. Contact the department chair for the location.

Department meetings: Adjuncts are invited to attend departmental meetings.

Additional expectations beyond teaching and meeting with students: Adjunct faculty serve on dissertation committees.

Separate adjunct faculty orientation: No separate adjunct orientation is offered by the department.

#### Special Education

Space for adjuncts to meet with students: The department provides a space for adjuncts to meet with students, and there is also a separate Adjunct Office within the COEHD for use as needed.

Department meetings: Adjuncts are invited to attend departmental meetings.

Additional expectations beyond teaching and meeting with students: All adjunct faculty are expected to follow the approved NCATE/CAEP syllabus for courses; to collect any assessment data that is associated with assigned courses; and to follow all departmental guidelines for grading and reporting of grades.

Separate adjunct faculty orientation: Departmental adjunct orientations are held prior to the start of each semester to ensure understanding of course and departmental requirements

#### Social and Cultural Studies Responses:

Space for adjuncts to meet with students: Space is available in Room 102 in the Joseph Jackson College of Education Building. The room is equipped with two phones, multiple desktop computers, Wi-Fi capacity, and meeting spaces for adjuncts to work and meet with students.

Department meetings: Adjunct faculty are invited to departmental meetings. For adjunct faculty who cannot attend the regular daytime meetings, the department attempts to schedule at least one meeting at the beginning of the semester during the lunch hour to allow adjunct faculty to attend.

Additional expectations beyond teaching and meeting with students: For courses related to accreditation, adjunct faculty are expected to complete embedded course assessments, expected to use the rubric assigned, and are expected to score a series of required assignments.

Separate adjunct faculty orientation: The department held a special adjunct orientation in 2015 and is planning new ways to solicit feedback from adjunct faculty whose jobs do not allow them to attend regular meetings.

#### School of Lifelong Learning

Space for adjuncts to meet with students: A conference room next to the adjunct office space is available for meetings with students.

Department meetings: Adjunct faculty do not regularly participate in departmental meetings.

Additional expectations beyond teaching and meeting with students: Adjunct faculty are invited but not required to participate in university activities, ceremonies, and conduct service activities.

Separate adjunct faculty orientation: The department chair meets individually with new adjunct faculty members and requests that they attend the university orientation.