Adjunct Faculty Policies - Criminal Justice

I don’t recall having a written policy pertaining to adjuncts nor do I know of a committee rep initiating work on something like this in our unit. This said, I know we have a routine that we follow that the Personnel Committee prefers. I would describe it as follows:

Prospective adjuncts are asked to identify a course that they prefer to teach. For appointment consideration, they then are required to submit a c.v. and usually a cover letter indicating their interest. The Personnel Committee meets to review their information, and assuming we have a need for an instructor to teach the course they prefer to teach, we typically approve new adjuncts if their background meets with minimal SACS standards (the appropriate terminal degree for the subject area—either a Masters in Criminal Justice or the Juris Doctorate). It also helps if they have taught at the college level previously. If they are approved, then they have to fulfill University requirements for employment. They are allotted office space in our building so that they can have private space to meet with students either before or after their course(s) meets. This space is usually shared with other adjuncts, although carefully scheduled so that if the office is small, only one adjunct will be in the office at any one time.

Pay for undergraduate courses is $3,250 and $3,850 for graduate courses. Any seasoned instructor can be appointed to teach up to two courses per semester; re-appointment is at the discretion of the chairperson, which usually is driven by student assessments of instructor performance.

The Department ordinarily appoints a tenured faculty member to observe each adjunct in class once per year; the Chair uses the written summary from faculty observation and student teaching evaluation responses to prepare an annual evaluation of each adjunct instructor.

One last item. Usually new adjuncts teach only one class the first time they teach for us; if they do well their first semester, they may be allowed to teach a second class (which almost always is a second section of the same class). Adjuncts commuting from outside of San Marcos typically are afforded classes that meet twice each week and if they are offered a second course, that additional section is coordinated so that both classes are either back-to-back or have no more than a single hour between meeting times.

Per Quint Thurman, Chair, May 2012