

Application for Level Advancement for Adjunct Faculty

To take effect: _____

Department: _____

Name: _____

Level Applied For: _____

Initial Date of Hire: _____

Estimated Credit Hours Taught Since Spring 2000: _____



This application shall consist of a statement written by the applicant and a statement written by the department chair addressing the individual adjunct faculty member's teaching effectiveness, which include: command of the subject, skill in organizing and presenting course material with force and logic, intellectual integrity and enthusiasm for learning both within and without the classroom, ability to motivate students to intellectual curiosity, and specifics of actual teaching performance.

The applicant's statement is to be accompanied by a current syllabus/i and supporting documentation that addresses the criteria listed above. It is to be submitted for Fall consideration by March 15 of the preceding semester or for Spring consideration by Nov. 15 of the preceding semester.

Signature (Adjunct)	Date
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Signature (Chairperson)	Date
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Dean/Director	Date
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Vice President for Academic Affairs	Date
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Recommend	Do Not Recommend
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Recommend	Do Not Recommend
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Approve	Do Not Approve
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Below are examples of ways to document criteria for the level advancement for adjunct faculty. The examples given below are neither comprehensive nor mandatory.

CRITERIA	SUGGESTED EXAMPLES
Command of Subject	Course syllabi if designed by the adjunct faculty member; statement addressing incorporation of new developments in field, activities to expand your knowledge base or explore what others are doing
Skill in Organizing and Presenting Material with Force and Logic	Course materials; course syllabi; organization of course resources (e.g. Blackboard/WebCT); statement of changes made in response to student achievement or feedback, adjustments made in instruction to meet needs of students, assessment of instructional changes
Intellectual Integrity	Statement addressing approach to rigor, documentation of your expectations of students, methods of assessing student learning in your classes
Enthusiasm for Learning Within and Outside of Classroom	Instructional activities, evidence that students are responding to subject matter (e.g. feedback from students), examples of student work
Ability to Motivate Students to Intellectual Curiosity	Statement addressing approaches to pedagogy, instructional activities, student feedback, examples of student work
Specifics of Actual Teaching Performance	Copy of written classroom observation by chair or other full-time faculty member, data from student evaluations (every course every semester)