

# 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. Examples of supporting documentation are listed on the following page. The complete application must be submitted for March 15 for consideration for the following fall semester, and by Nov. 1 for consideration for the following spring semester.

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\_\_\_\_\_  
Signature (Adjunct) Date

\_\_\_\_\_  
Signature (Chairperson) Date

\_\_\_\_\_  
Dean/Director Date

\_\_\_\_\_  
Provost/Vice President for Academic Affairs Date

Recommend Do Not Recommend

Recommend Do Not Recommend

Approve Do Not Approve

Below are examples of ways to document an adjunct's teaching effectiveness.

<b>CRITERIA</b>	<b>SUGGESTED EXAMPLES</b>
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	Copies of written classroom observations by chair or other full-time faculty member, data from student evaluations.

11/06/2015