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Improving and Dedicating Supports for Part-time Faculty at Central Piedmont Community College

2018 Applicant for the Delphi Award

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From the Delphi Project database of

Example Best Practices to Support Non-Tenure-Track Faculty

- ✓ Part-time Faculty Coordinator
- ✓ Orientation and Onboarding
- ✓ Resources and Professional Development
- ✓ Inclusion and Recognition

In an effort to bolster support for part-time faculty, the division director for Central Piedmont Community College's largest curriculum department connected and collaborated with full-time faculty members. A research-based program proposal was subsequently submitted highlighting five no-to-low cost support priorities to better the experiences of part-time faculty — orientation, needs-based training, belonging, professional development and recognition. The proposed program relied on the creation of a new Part-Time Faculty Coordinator (PTFC) role. Since its inception, the program has been able to track improvements in increased classroom visits and observations, mentorship between full-time and part-time faculty, morale and digital engagement within the Part-Time Learning Management Software (PTLMS) Hub and Part-Time (PT) faculty newsletter.

Part-Time Faculty Coordinator

Crucial to the success of the five-pronged proposal was the creation of a new Part-Time Faculty Coordinator position. The PTFC role would ideally be appointed to a seasoned and knowledgeable full-time faculty division member with previous experience as a part-time instructor. Essentially, the PTFC would help adjuncts by creating a more customized needs-based NTTF teaching experience, identifying areas of support and professional development resources already in existence. The PTFC would also serve as the point-person for adjuncts and act as a liaison between part-time faculty and the administration.

Orientation and Onboarding

Building upon the existing new employee orientation, the division now also offers a specialized orientation that provides an individualized meet and greet with the PTFC. During the first meeting, the PTFC explains their role as the main point-person and welcomes new hires by acquainting them with the campus facilities, introducing them to colleagues, and asking about prior experiences and future goals. The new hire is also given a welcome packet with teaching supplies and a semester task tracker to help with the organization and completion of onboarding tasks across various web platforms.

Adjunct faculty are also invited to a ‘semester start kickoff’ for an opportunity to meet with each other in person during a single-day event before the beginning of the semester; during the semester, they might find it more challenging to connect as meetings are non-mandatory and may be difficult to attend. NTTF participate in teaching area workshops and are provided with lunch as well as an invitation from the division director to the full-time faculty kickoff meeting.

Resources and Professional Development

Several digital resources are made available for NTTF:

- The PTLMS Hub is a Blackboard page containing resources for NTTF, such as a welcome video from the division head, contacts, FAQs, teaching resources and archives of past newsletter issues and division meeting minutes.
- A weekly newsletter to increase community among NTTF with columns such as “PT Spotlight,” “On your Radar,” “Resources at the Ready,” and “Need to Know Now.”
- Google Doc to Talk allows NTTF to make appointments with full-time faculty based on available office hours provided by a Google document, which can be sorted by teaching area, day and campus.
- Throughout the semester, NTTF are invited to converse and consult with the PTFC over coffee on various topics. The PTFC is not only knowledgeable on institutional policies/procedures and learning management software technology, but can provide better-quality training sessions that are more personalized to an adjunct’s needs.

Teaching teams allow the PTFC to partner full-time faculty mentors with part-time faculty mentees based on shared interests/goals and schedule availability.

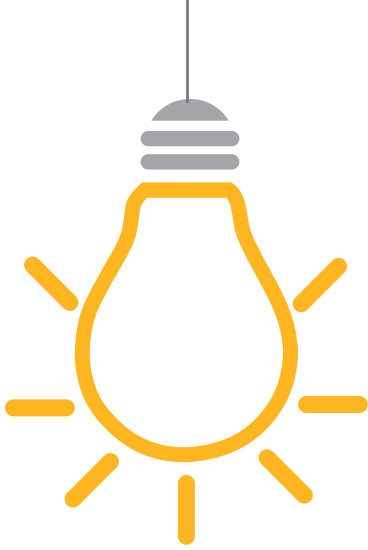
Adjuncts also have several opportunities to participate in Professional Development (PD):

- An Adjunct Faculty Learning community
- A certification program that allows adjuncts to take a summer seminar on effective teaching strategies. If completed, adjuncts can receive a stipend as compensation. PTFC can also nominate adjunct faculty based on tracked individual growth.
- Regularly-scheduled web training events for both part-time and full-time faculty.

Inclusion and Recognition

Inclusion and community building are fundamental goals of the program. Teaching teams allow the PTFC to partner full-time faculty mentors with part-time faculty mentees based on shared interests/goals and schedule availability. Finally, an NTTF-specific LinkedIn group allows adjunct faculty to stay connected and maintain community. The LinkedIn group allows for the appreciation and consideration of the background, experience and qualifications of NTTF colleagues.

Adjunct faculty may also receive recognition in the newsletter “Spotlight Column,” raffles for participating in



mandatory training, and by earning Distinguished Division Part-Time Faculty Priority Status.

The newsletter column showcases adjuncts who have displayed exemplary teaching performance. Raffles reward instructors who complete enrollment reporting and mandatory training, accurately and consistently; those who meet certain criteria are entered into a drawing for three prizes. A priority status adjunct program allows part-time faculty to earn points for engagement in activities. For example, all NTTF are invited to take part in meetings, such as the College Senate, teaching area committees, and division meetings. Participation allows NTTF to gain points, where the top 10% are given priority class selection before other adjunct faculty but after full-time faculty.

Visit The Delphi Project on the Changing Faculty and Student Success for more example practices and a wide range of resources and toolkits to better support faculty off the tenure track at: pullias.usc.edu/delphi.

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