

## ***Expectations for Adjunct Faculty***

### **Department:**

1. Adjunct faculty are hired on a semester by semester basis.
2. Chair /or Designee assigns course based on Adjunct's experience.
3. Program Coordinator will provide course shell, syllabus, and textbooks.
4. Program Coordinator will review the end of course assessment.
5. A Course Mentor from the department will be assigned to Adjunct.

### **Adjunct Faculty:**

1. Attend mandatory meetings concerning the importance, application, and preparation of information concerning the State TExES examination procedures, 268, Performance Assessment for School Leaders (PASL), and the use of TK20. This requirement and preparation also includes the State TExES examination procedures for the Superintendent exam
2. The Adjunct faculty must make clear the objectives of the course or program, establish requirements, set standards of achievement, and evaluate the student's performance.
3. The Adjunct faculty member has the responsibility to meet classes as scheduled and, when circumstances prevent this, They must notify the Department Chair for guidance to arrange equivalent alternate instruction.
4. The Adjunct faculty member has the responsibility to teach courses in a manner that is consistent with the course description published in the catalog and with the announced objectives of the course. He or she must not intentionally interject into class material or personal views that have no pedagogical relationship to the subject matter of the course.
5. To facilitate student learning, Adjunct faculty members should present the appropriate context for course content. While the challenge is essential to good teaching, the challenge is ordinarily most effective when students are adequately prepared to deal with course materials. On controversial issues within the scope of the course, a reasonable range of opinions should be presented. When the Adjunct faculty member offers his or her views on such issues, they should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.

6. The Adjunct faculty member owes to the student and the Department a fair and impartial evaluation of the student's work. Such assessment should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinion about matters of controversy within the discipline.
7. The classroom must remain a place where free and open discussion of all content and issues relevant to a course can take place. While students remain responsible for learning class material and completion of course requirements, Adjunct faculty should respect reasonable decisions by students, based on the exercise of their intellectual freedom, to not attend part or all of a particular class session.
8. The faculty member has obligations as an intellectual guide and counselor to students. He or she has a responsibility to be available to students for private conferences by phone, email, or zoom. In advising students, every reasonable effort should be made to see that information given to them is accurate, and when in doubt, contact the Program Coordinator or Department Chair.
9. The Adjunct faculty member should conduct himself or herself at all times to demonstrate respect for the student as mandated by the Texas Professional Code of Conduct. He or she should always respect the confidence deriving from the faculty-student relationship.

[Code of Ethics Rule §247.2](#)

Enforceable Standards:

- 1) Professional Ethical Conduct, Practices, and Performance standards 1.1-1.13.
- 2) Ethical Conduct Toward Professional Colleagues, 2.1-2.8
- 3) Ethical Conduct Toward Students 3.1-3.9