

**Standard III: Resources**  
**Section A: Human Resources**

**III.A.8 An institution with part-time and adjunct faculty has employment policies and practices which provide for their orientation, oversight, evaluation, and professional development. The institution provides opportunities for integration of part-time and adjunct faculty into the life of the institution.**

*To provide feedback on this draft, please use the feedback survey at:*

<http://goo.gl/forms/HylqaWFfAy>

**Evidence of Meeting the Standard:**

- Adjunct Faculty Orientation Agenda (Fall 2014)
- Evaluations process from MPCTA agreement- Article 14
- Professional growth form; Salary Schedule; contract language on professional growth
- Flex form
- Faculty handbook
- MPCTA Agreement- Article 23.4.1- Job Description of Division Chair
- MPCTA Agreement- Article 23.4.2- Division Chair Planning
- MPCTA Agreement- Article 4.1-4.3
- Tenure Faculty job announcements- required to oversee adjuncts
- MPC Online Faculty Training and Support Webpage
- Foundation Awards Spring 2013-Fall 2014
- Academic Senate Data on Instructor Reflections Fall 2013-Fall 2014
- Adjunct Evaluation tracking report
- Academic Senate Bylaws
- Academic Affairs Program Review Template dated 2-27-2012

**Analysis and Evaluation**

Orientation

Each semester, the Dean of Instruction, Academic Affairs, hosts an adjunct faculty orientation session to provide new adjunct faculty with essential information about the college, their role as faculty, campus policies and procedures, and campus safety (See Agenda).

Additionally, Human Resources provides all newly hired employees with basic employment documents and informational documents to assist in orientation. During this meeting, new employees are encouraged to ask questions regarding policies and procedures of employment, including compensation, evaluations, professional growth and campus life.

At the division and program level, administrative support staff provide additional orientation services. This may include tours, issuance of keys, overview of classroom technology, mailbox, email access, administrative support, WebReg and distribution of textbooks and syllabi.

Oversight

**Standard III: Resources**  
**Section A: Human Resources**

Part-time faculty are provided with oversight by the tenured faculty in their respective disciplines. The tenured faculty review applications, requests for equivalency for minimum qualifications, and conduct interviews. They assign courses, mentor adjuncts in respect to curriculum, teaching methods, and administrative paper work. Further, they participate in the supervision and evaluation of the adjunct's work. They are responsible for ensuring that adjunct faculty meet the standard of performance in the classroom.

The Office of Human Resources tracks degree attainment, equivalencies and minimum qualifications ensuring that adjuncts are teaching courses in which they are qualified. Further, Human Resources monitors professional growth completions that lead to increase in their compensation.

Administrators and staff monitor the workload of adjuncts to ensure compliance with Education Code 87482.5 which limits them to 67% of an equivalent full time load. Analysis of load limits is performed multiple times through the assignment process at the Division Office, Human Resources and Academic Affairs.

Evaluation

Adjuncts are evaluated in compliance with Article 14 of the CTA agreement and Education Code 87660 et. seq. See Standard III.A.5 for details on the adjunct evaluation process. Over the past four years, the college has averaged an 83% completion rate of scheduled first time evaluations and an 85% completion rate of second or subsequent evaluations.

Professional Development

The College offers adjunct faculty several opportunities to develop professionally including in-house trainings, lectures and in the acquisition of certifications.

Adjunct faculty are incorporated into their Divisions and are invited to participate at all levels of the institutions. Many shared governance committees include a formal seat for adjunct employee participation. This experience is important for adjuncts who desire to become tenured at a community college during their career.

Funding is available through the MPC Foundation to attend additional professional development opportunities outside the College. Since fall 2011, 24% of the awarded funds have gone to adjuncts. These adjuncts have used these funds to attend various conferences, workshops and conventions as well as purchase classroom equipment and take courses towards their own professional development.

The College sponsors professional development exercises at the beginning of each semester. These flex days offer a rich diversity of workshops ranging from use of technology in the classroom, addressing the needs of our diverse student population and personal wellness. Flex days also offer opportunities for faculty from across campus to meet, socialize, network, and share information.

**Standard III: Resources**  
**Section A: Human Resources**

The Department of Instructional Technology and Development has been working tirelessly developing trainings and workshops. These trainings are now accessible fully online to allow maximum participation, especially from adjuncts who might otherwise not be able to attend a live training. A webpage has been developed dedicated to Faculty Training and Support which provides links to available trainings. More information about the training, equipment and professional development opportunities offered by the Department of Instructional Technology and Development is provided in Standard III.C.

Integration

The College strives to be an inclusive, welcoming and engaging community. A large component of our community is our part time faculty whose presence is apparent in all disciplines and programs. The fluctuating membership of this employee group makes it challenging to ensure all are informed, engaged and participating. However, the College attempts to do this through integration into Division and shared governance structures, soliciting feedback and welcoming adjuncts at college-wide events.

Division meetings, orientations, and activities encourage adjunct participation and seek to solicit their opinions and feedback (see Humanities Adjunct Survey results). They are also encouraged to engage in Instructor Reflections and in Program Review analysis and discussions with their peers. According to the data provided by Academic Senate, for the three semesters, fall 2013, spring 2014, and fall 2014, of those who submitted instructor reflections, 45%-51% were part time instructors.

In addition to Flex day, adjuncts are invited to attend other college-wide events such as the annual Employee Celebration and Awards Ceremony. Each spring, the Administration host this event to honor outstanding performance as well as years of service by faculty and staff members, including adjuncts.

**Conclusion:** Monterey Peninsula College meets this standard. The College organizes and hosts formal orientation sessions to inform adjuncts of employment policies and procedures, available resources, services, and training. At the Division and program level, adjuncts are guided through their responsibilities and mentored by senior faculty members. Full-time faculty are committed to identifying qualified adjuncts and formally evaluating them for effectiveness. The college has ample opportunities for part time instructors to engage in campus life, develop their teaching skills and make significant impact contributing to the improvement of the institution. The college is invested in the professional growth of faculty as evidenced by the hiring of the Associate Dean of Institutional Technology & Development, a full time classified staff member in the Lab, and a part time faculty dedicated to Distance Education. The College provides a variety of enriching trainings, presentations and events for all campus members.

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