

ADJUNCT ADVANCEMENT PROGRAM

Guidelines and Petition for the 2006-2007 Academic Year

Howard Community College's Adjunct Advancement Program is recognized and promotes teaching excellence and a continued dedication to professional development.

There are currently three adjunct instructor levels:

Adjunct Instructor	\$650 per credit
Senior Adjunct Instructor	\$700 per credit
Master Adjunct Instructor	\$750 per credit

When hired, new instructors are appointed at the Adjunct Instructor level.

Adjunct instructors pursuing an advanced level are responsible for completing an Advancement Petition form and documenting their professional developmental activities. This documentation, along with the examples of positive evaluations, should be submitted to your division chair when you wish to advance. Questions about the appropriateness of any activity should be directed to your division chair.

In response to a request for consideration of advanced level, the division chair or his or her designee will meet with the faculty to review the submitted materials and to arrange one or more teaching observations if needed. The purpose of the teaching observation is to verify mastery of the required knowledge and skills for the advanced level if these have not been previously demonstrated. The faculty member may need to or choose to demonstrate these in more than a single observation.

The review will not proceed to the teaching observation phase if the petition or documentation is incomplete. In cases where the teaching observations are inconclusive, the chair may suggest additional training and/or additional observations.

After successful completion of the applicable requirements and acquisition of desired competencies, the division chair will recommend the faculty person for advancement in level.

The division chair may and should decline the petition if there is not compelling evidence that demonstrates teaching excellence and significant training and experience in the required competencies.

Advancement to the Senior Adjunct Instructor level will be based upon four basic requirements:

- Employment at HCC equivalent to at least eighteen credit hours of teaching over a minimum of three years.
- Positive evaluations by students, peer evaluators, and supervisors (as appropriate).
- Completion of approved professional development activities (minimum 15 hours)
- Demonstration of proficiency with required competencies and topic areas.

Advancement to the Master Adjunct Instructor level will be based upon three basic requirements:

- Positive evaluations by students, peer evaluators, and supervisors (as appropriate).
- Completion of an approved fifteen-hour program of professional development.
- Demonstration of proficiency with required competencies and topic areas.

The required additional fifteen hours of professional development for each advancement may include in-house workshops or faculty development classes, graduate coursework, external professional development and other professional activity directly related to faculty responsibilities.

- HCC Faculty Development Courses - At least five hours for each level.
- External Professional Development with a Pedagogical Focus. *May include professional conferences or courses offered by other institutions.*
- Other Professional Activity - No more than five hours for each level. *May include conference presentations, performances, creative projects or other activity (curriculum development, outcomes assessment, etc.) related to teaching discipline.*



Adjunct Advancement Petition Academic Year 2006-2007

The Adjunct Advancement Petition is designed to provide the opportunity for instructors to showcase teaching excellence and a sustained commitment to professional growth. Please include additional materials that are relevant to advancement when submitting your petition.

- Name:**
- Division:**
- Chairperson:**
- Date since hire/last advancement:**
- Target Level:**

A. Courses Taught Since Hire/Last Advancement

Semester	Course	Credits

B. Evidence of Successful Teaching

1. **Class Observation Overview (Attach Reports) – Please review your observation reports & comment upon major themes.**

Strengths

Weaknesses

Summary

2. **IDEA Surveys** – Please review your IDEA reports and comment upon patterns & trends.

Strengths

Weaknesses

Student Comments (summarize with examples as appropriate)

Summary

C. Faculty Development

Adjunct faculty are asked to provide evidence of completion of the training modules and registered workshops by **attaching a copy of HCC's Individual Professional Development Record** that can be obtained from Terri Graham, Business/Computers and English/World Languages Division Supervisor, at tgraham@howardcc.edu or at 410-772-4791.

Required Training

All Howard Community College employees have been asked to complete training modules to improve organizational effectiveness and communication, and to enhance campus safety. These are available online for your convenience.

- Access and Responsibility Training
- Sexual Harassment Avoidance
- HCC's Emergency Operations Plan Training
- Safety Regulations
- College Vision, Mission, Values/Beliefs, and Strategic Initiatives
- Voice Mail
- Outlook Email
- Internet Skills

HCC Workshops

Minimum of 15 hours of workshops, conferences, and activities

Date	Workshop	Hours

Other Activities

Please briefly describe how you applied the content of the workshops & other activities listed above to your teaching. (Attach supporting documentation)

D. Additional Professional Development – List any graduate courses, continuing educational classes, conferences, scholarly presentations or publications.

Instructor's Signature

Date

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- Advancement Recommended
 - Not Recommended

Chair's Comments:

Chair's Signature

Date

APPROVAL

Director of Faculty Development

Date