

AdjunctSuccess®

Implementation Recommendations

We at AdjunctSuccess appreciate your commitment to your institution's part-time faculty members, and your confidence in our helping develop their full potential! Following the recommendations in this packet will save you time, and reduce problems that might otherwise arise. Please address the steps below in the sequence they appear, using the tools provided. Please let us provide additional help wherever you believe it would be useful.

- Select an instructional leader to serve as the sole liaison between your part-time instructors and the staff of AdjunctSuccess, i.e. a “program coordinator.”
- Formulate a strategy and criteria for selecting individuals to be registered [see options on next page.] Integrate an incentive plan that will foster a deep commitment to active participation. Contact those who meet your selection criteria to recruit participants, incorporating the content of details provided in template #1.
- Configure your desktop computer to receive the Elluminate [Webinar] software by going to www.illuminate.com/support and clicking on “first-time users.” While at this site, familiarize yourself with Elluminate features, e.g. view demo Webinars.
- Meet with your campus IT representative to provide them an overview, and discuss potential technical issues. Adjust your firewall to permit reception of e-mail sent from any @adjunctsuccess.net account.
- E-mail Richard Lyons at lyons@adjunctsuccess.net to enroll in an upcoming session of “Maximizing the Potential of Your Adjunct Faculty” Webinar [complimentary]. Request a guest log-in to review the secure resources available to your participants at <http://www.adjunctsuccess.net>.
- Select those who you expect to take full advantage of membership [Note: later substitutions can be made only for exceptional reasons]. Complete the order form at <http://adjunctsuccess.net/orderForm.php> and send it to info@adjunctsuccess.net. Upon its submission, you will receive an enrollment spreadsheet for capturing essential information on the participants you are registering.
- E-mail your participants, alerting them to an e-mail they will receive from Ray Carpenter of AdjunctSuccess, signaling membership activation [see template #2]
- With Richard Lyons, schedule the first Webinar in series, i.e. “Teaching at [Name of Our Institution].” Provide the name and e-mail address of an instructional leader who will co-moderate it with him. Complete the PowerPoint template that he will provide, which will be used to guide the delivery of the content of this Webinar.
- E-mail your registered members announcing the schedule of Webinars [see template #3]. In this and all other early communications with your registered members, emphasize the importance of their configuring their computers to receive the Elluminate software, and obtaining a computer microphone.
- Attend early Webinars to monitor participation by your registered members, Webinar content, etc. Contact AdjunctSuccess staff to align expectations.
- As questions arise, direct them to the appropriate AdjunctSuccess staff member to achieve an efficient response: [Technology] ray@adjunctsuccess.net; [Financial] info@adjunctsuccess.net; [Others] lyons@adjunctsuccess.net. For Elluminate-specific issues, call their help desk at 866-388-8674, option 2.

Strategic options for implementing AdjunctSuccess

1. Enroll **all prospective adjunct instructors** in AdjunctSuccess, to ensure their development of a sound teaching foundation. Their successful completion of the program would demonstrate a commitment to teaching that the institution should value, and might be followed up with the opportunity to “job shadow” a professor currently teaching the course. The institution could 1. pay the registration cost that is scaled to the size of the total group; 2. expect the prospective adjunct instructor to pay the cost; or 3. work out a sharing of the cost based upon pre-identified criteria. This strategy, as others that follow, demonstrates a commitment that stakeholders, i.e. accreditors, board members, would value.
2. Since adjunct instructors are inherently probationary, **all newly-hired adjunct instructors** could be expected to complete the webinar series prior to, or concurrent with their first teaching assignment, as **a condition of employment**. Newly-hired adjunct instructors could, while participating in the webinars and utilizing other AdjunctSuccess resources, keep a journal of reflections on their learning and the application of the ideas learned in their classes. Mentors could be assigned to ensure assimilation of critical concepts into their teaching practices.
3. Use as the first level of training for **all adjunct faculty**. Adoption of the program is communicated through multiple channels to demonstrate that classroom competency for all part-timers has become a priority of the entire institution. AdjunctSuccess provides the Webinar series and assessment tools that foster accountability.
4. Your institution could contract with AdjunctSuccess to provide its integrated program as part of **a certificate program** that results in a change in status for your continuing adjunct faculty. The enhanced status might include an enhanced title, e.g. Associate or Community Faculty, expectation to mentor other part-timers, a bump in pay, etc. They must apply for consideration, indicating why they wish to be involved in the program and what they intend to learn/improve from the experience. They complete all webinars demonstrating their learning through submission of a teaching portfolio -- one of several criteria for promotion.
5. The AdjunctSuccess webinar series and member resources could be employed in a “blended course” where an initial and perhaps closing face-to-face session are provided on campus, or as a component of a multi-year professional development program that **leads to an advanced status** within your institution.
6. Your institution could contract with AdjunctSuccess to provide resources to a **selected core group of proven adjunct faculty** who apply to be part of a “train the trainer initiative.” Upon completion of the program, members of the select group would agree to serve as mentors to newly-hired adjunct instructors within their instructional unit who would complete the Webinar series.
7. If not already in place, consider instituting a probationary period for all newly-hired adjunct faculty members before they are allowed to continue teaching for your institution. In order to **demonstrate competency**, they could be required to participate in the Webinar

series and complete related assignments, e.g. prepare a portfolio that reflects the competencies, demonstrate improvement in student retention and evaluation, etc.

8. If your institution has a system of individual professional development plans for your adjunct instructors, AdjunctSuccess could be recommended as a primary option.

9. An experimental study that includes **a pilot group of part-time instructors** enrolled in AdjunctSuccess could be conducted, in which outcomes are compared with a control group of non-participants. Outcome measures might include student retention within the teaching term, student feedback scores on instructor performance, etc.

Template #1: For recruiting adjunct instructors' participation

TO: Adjunct instructors of [our institution]
FROM: [name], AdjunctSuccess Program Coordinator
SUBJECT: AdjunctSuccess Program

Dear [our institution] part-time instructor,

I am very pleased to inform you that [our institution] has contracted with AdjunctSuccess LLC to provide training and support designed with your unique needs in mind. AdjunctSuccess [see www.adjunctsuccess.net] has been developed by nationally-recognized authorities, and will be providing us with a series of Webinars in which you can participate at your home or office PC. In addition, AdjunctSuccess provides you access to a rich set of printable resources usable in your teaching, an eNewsletter with teaching tips delivered to your desktop twice each month, a seat in the live chat room AS Café, and access to over 100 Web sites focused on teaching and learning topics.

All part-time instructors who are selected to participate must have a high-speed or DSL Internet connection, and a computer microphone to participate in the Webinar series. If selected, your membership will be paid by [our institution] and you will also receive [other benefit that the institution chooses to provide]. Our enrollment process begins today, and will conclude on [date of cut-off]. To apply, simply respond to this e-mail, providing your full name, teaching department, and years of teaching experience at [our institution]. After the enrollment period is concluded, we will follow up with those selected, providing full details of accessing the benefits of membership.

[Closing, institution-specific details]

Template #2: For informing members of their selection and the process to follow

TO: Members of AdjunctSuccess
FROM: [name], AdjunctSuccess Program Coordinator
SUBJECT: Activation of AdjunctSuccess Program

Dear part-time instructor,

Congratulations on being selected for [our institution's] membership in AdjunctSuccess! Shortly you will receive an e-mail from Ray Carpenter, one of the principals with AdjunctSuccess, which will signal activation of your membership, and provide full information on how to access their resources. Please save this important message, so that you can refer back to it when needed. If you have not already done so, visit <http://www.adjunctsuccess.net> to learn more about this resource.

There are several things that you should do immediately to prepare for your membership. First go to <http://www.elluminate.com/support> [the software tool used to deliver AdjunctSuccess Webinars] and click on the wizard for “first-time users” that will check the configuration of your computer. While at that site, you might want to view one of the demo Webinars that will provide you a feel for the Webinar environment. In addition, acquire a computer microphone that will enrich your experience in the Webinars.

[Closing, institution-specific details.]

Template #3: To announce schedule of Webinars, accessing and troubleshooting

TO: Members of AdjunctSuccess
FROM: [name], AdjunctSuccess Program Coordinator
SUBJECT: Schedule of AdjunctSuccess Webinars

Dear AdjunctSuccess member,

I am pleased to announce that “Teaching at [Our Institution],” the first Webinar in our series through AdjunctSuccess, will be held on [day, date, time]. [Our institution representative] will be joining the AdjunctSuccess moderator, Dr. Richard Lyons in delivering this overview of our mission, culture, and students, as well as an up-to-date perspective on some of the critical issues facing [our institution]. This and all other Webinars will include ample opportunity for you to ask individual questions.

Per the instructions in Ray Carpenter's welcome e-mail, you must register online for this and other Webinars in the series, whether you plan to attend “live” or view an archived version later. While this initial Webinar will be “closed” to those from [our institution] only, subsequent Webinars will include part-time instructors from colleges and universities throughout North America.

If you have not already done so, go to <http://www.elluminate.com/support> [the software tool used to deliver AdjunctSuccess Webinars] and click on the wizard for “first-time

users,” which will check the configuration of your computer. While there, view one of the demo Webinars that will provide you a feel for the Webinar environment. Also obtain a computer microphone that will enrich your experience in the Webinars.

As our new journey begins with AdjunctSuccess, please direct your Elluminate-specific issues to 866-388-8674, option 2, and AdjunctSuccess questions to lyons@adjunctsuccess.net.

[Closing, institution-specific details.]

Learning Objectives for Webinars [note: topics are listed in ideal order of viewing]. Upon active participation in the AdjunctSuccess Webinars, members should be able to:

Teaching at [Name of Our Institution]

1. explain the mission of our institution and its ramifications for teaching
2. describe our student demographics, expectations and motivations
3. explain elements of our culture that differentiate it from other institutions
4. explain professional development resources on campus for adjunct instructors
5. identify critical issues currently facing the institution
6. explain how the adjunct instructor’s teaching performance is evaluated

The Adjunct Professor: Formulating a Strategy for Success

1. contrast the four adjunct profiles identified by Gappa and Leslie
2. identify the advantages and disadvantages that adjunct instructors bring
3. identify qualities instructional leaders want in adjunct instructors
4. explain his/her individual teaching strengths, weaknesses, opportunities and threats
5. explain the importance of formulating an individual teaching strategy

Planning Your Teaching Strategically

1. explain the primary factors that should drive course design
2. discuss the source and use of course learning objectives
3. explain Bloom’s Taxonomy and how it aids effective course planning
4. identify the resources that can support an adjunct instructor’s course delivery
5. identify the role of an effective syllabus and its critical components
6. discuss preparation required to launch your course effectively

Today’s College and University Students

1. contrast the three generations of students common in today’s classrooms
2. explain the types of marginalized students with which extra effort must be made
3. discuss the basic premise of student learning styles and how to align your teaching
4. identify what students want most from their college professors

Teaching Online: The Basics

1. contrast key terms associated with online teaching and learning
2. explain commonalities and differences between online and f2f teaching
3. identify tactics for engaging online learners more effectively

Achieving Exemplary Student Retention

1. explain why student retention is a high priority
2. develop a personalized student retention strategy
3. identify the key student retention mileposts
4. explain specific tactics for managing each milepost effectively

Launching Your Course Effectively

1. explain tactics for foster positive first impressions in the classroom
2. explain the importance of clarifying learning objectives and instructor expectations
3. discuss the importance of learning about each other at the first class meeting
4. identify tactics for whetting students' appetites for course content
5. explain tactics for closing and following up on the first class meeting

Managing Your Teaching Life

1. discuss tactics for organizing course materials systematically
2. discuss effective time management strategies that improve teaching
3. develop an effective class meeting agenda
4. develop a sound communications system with students
5. discuss strategies for teaching large classes
6. explain tactics for surviving when not fully prepared to teach
7. explain strategies for solving ethical dilemmas that often arise in teaching

Delivering Effective Teaching Presentations

1. explain the continuum of teaching methods and factors that influence it
2. explain effective roles, tactics and limitations of lecturing
3. identify benefits of using guest speakers and strategies for doing so effectively
4. explain the benefits and limitations of using video presentation
5. explain the importance of having a contingency plan for your teaching

Employing Active Learning Strategies Effectively

1. discuss practices for orchestrating effective classroom discussions
2. explain tactics for using small group learning methods effectively
3. discuss prudent practices for using role-playing in the classroom
4. identify ways to increase students' learning through their oral presentations
5. identify ways to employ service learning and other experiential methods

Infusing Technology into Your Teaching

1. identify tactics for employing e-mail to communicate with students more effectively
2. explain the benefits of using "course management systems"
3. identify tactics for using presentation software effectively
4. explain tactics for adding "high touch" to a "high tech" environment

Managing Examinations Effectively

1. explain the characteristics of an effective examination
2. contrast the benefits and limitations of various selected response methods
3. explain the value of essay items and how to manage them effectively
4. explain how to foster greater student success on exams
5. discuss how to administer exams professionally

Employing Authentic Assessment Strategically

1. discuss the principles of authentic assessment
2. explain the value of using rubrics in performance assessment
3. explain the value of student portfolios and how to assess them effectively
4. explain the benefits and limitations of individual learning contracts

Bringing Your Course to an Effective Conclusion

1. discuss the major factors affecting students' completing courses
2. explain the institutional factors that influence course completion
3. discuss how to conduct the closing class meetings effectively
4. explain sound tactics for completing your course obligations
5. discuss tactics for concluding each teaching assignment efficiently

Assessing the Effectiveness of Your Teaching

1. explain common formal assessment methods and their implications
2. discuss informal assessment methods and how to align them with formal methods
3. identify several online student ratings systems and their roles in assessment
4. explain common procedures inherent in student ratings and observations

Building Your Part-time Teaching Career

1. explain the importance of revisiting your master teaching strategy
2. identify tactics for building a following among students
3. identify sound strategies for continuously improving your teaching
4. explain the benefit of maintaining a mentoring relationship with a veteran instructor
5. explain the benefits that accrue from avoiding campus politics
6. discuss tactics for expanding your teaching resources

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