

## Hiring and Evaluation for Part-Time Faculty

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### **1) Appointment of Part-Time/Adjunct Personnel**

Primary responsibility for the appointment of adjunct faculty is divided between the Dean and the Associate Dean for Academic Affairs. The appointment process typically involves consultation with faculty in the relevant field to identify promising candidates, followed by individual interviews with potential candidates. The Associate Dean ensures that all appointed personnel provide the required degree verification.

### **2) Training and Evaluation of Part-Time Personnel**

Typically, when adjunct faculty are first appointed, they meet with the Dean, and/or Associate Dean and faculty, to discuss expectations, course design, and pedagogy. At the end of the semester, the Dean/Associate Dean reviews course evaluations, offers guidance and critique as needed, and makes any necessary personnel changes (e.g., termination, additional support).

*July 17, 2017*

*Approved by the Jepson School faculty on August 23, 2017*