

## Guidelines for Adjunct Staffing

1. Before contacting possible candidates, please discuss your needs with the Associate Dean. You'll be asked to explain why this course must be taught this year, and why regular staff cannot cover it. This conversation should determine a strategy for replacement. In general we prefer to hire additional staffing rather than authorizing overloads of tenure-line positions. (Our research expectations are predicated on a five-course load.) In those circumstances in which an overload has been authorized, the appropriate dean will contact Terri, who will fill out a PAF that initiates the salary augmentation. Your work is largely done.
2. The following guidelines pertain to adjunct hires. If you have worked with a proven, successful teacher who is available, and is up-to-date on their adjunct or visitor reviews you may contact them directly and ascertain their availability. (If they are not, you'll be asked to conduct such a review before re-hiring folks.)
3. If your previous experience with available adjuncts has been mixed, or if you have no ideas at hand, you will need to do some recruiting. Whatever a candidate's other qualifications, if their teaching record at Lewis & Clark has not been **excellent**, please do not return to them.
4. How to recruit: (See a, b, c, below).
  - a. Write up a job description, including catalogue copy for the course you need to cover, the dates of the relevant semester, and any timing requirements. (It's best to recruit early enough so that you can change the course meeting times if necessary, but if students are already enrolling, that's clearly not possible.) General requirements include teaching experience, and demonstrated excellence in the classroom. A Ph.D. is desirable, but we usually don't rule out ABDs, if they are strong teachers. Include a date when you hope to hear from all available prospects.
  - b. Post the ad on the LC HR web site, and send it around. Places to write include graduate programs (the University of Oregon, the University of Washington), metropolitan colleges and universities who also sometimes hire adjuncts (PSU, Reed, Willamette, University of Portland, Washington State-Vancouver) and local contacts of all kinds, including emeriti who may live in the Portland community. It often works best to write directly to chairs of likely programs, addressing them by name. It is good to ask for teaching references and a CV upfront.
  - c. Talk to promising candidates early in the search and get a CV and a strategy for references early. References can be emailed or you can call to check references if timing is tight. If you have several candidates, please talk to the mostly likely candidates as in a regular job hunt. Please talk to your intended hire in person. Do not promise anything as far as salary goes. (We have a standard rate now of \$4500/ four credit course, which goes up with more credits, and down with fewer credits.)
5. When you have a candidate you'd like to hire, forward the CV, the letters, reference emails or information from the phone calls, and your assessment of the candidate, along with a completed contract request, to the Associate Dean's Office (Albany 201 or MSC 47). (The contract request should not stipulate a salary, but should include the agreed-upon time at which the class will take place and other course information.)
6. The Associate Dean will be in touch with your intended hire to make sure that we have an agreement, and Terri Banasek will then send out a contract.
7. Once the contract request has been processed, and the contract signed, **(but not before)** the staff member can be entered as the planned instructor on Web Adviser. At this point too, the new hire is eligible for a library card, and an ID, etc. This is a good time to also figure out an office assignment, usually an early question.