



Guidelines for Adjunct Faculty Teaching Assignments

Delaware County Community College employs adjunct instructors to teach courses that will not be taught by full-time faculty for a given semester. The initial hiring and assignment of an adjunct instructor does not guarantee that the instructor will be assigned courses to teach in subsequent semesters. In addition, some circumstances and situations may require the college to revoke a teaching assignment before the start of the assigned course(s) or to terminate an assignment before the assigned course(s) end.

The following is a list of concerns and circumstances that may result in courses not being assigned, revoked assignments, or terminated assignments:

- Lack of course availability, including cancellation of assigned courses due to insufficient enrollment (as determined by college administration).
- Incomplete paperwork / personnel file after 1st semester of teaching.
- Failure to administer student evaluations (as assigned by division) for 1 or more semesters.
- Failure to submit course documents (syllabi, learning objectives, etc.) by the specified divisional deadline.
- Failure to submit final grades by the specified college deadline and/or failure to follow-up and assist regarding special circumstances related to grades, grade appeals, and other student issues.
- Less than satisfactory student evaluation results (note: "satisfactory" ratings are typically ratings of 3.0 or higher in all summary categories).
- Consistent pattern of atypical grade distributions.

- Founded instances of sexual harassment, discrimination, and/or other offenses classified as prohibited or inexcusable by the college.
- Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in any facility or on any campus leased or owned by the College [DCCC Drug-Free Workplace Policy].
- Consistent pattern of documented student complaints related to issues of classroom behavior, ineffective instruction, and/or professionalism*.
- Consistent pattern of documented complaints or concerns from administration and other college employees related to issues of classroom behavior, ineffective instruction, and/or professionalism*.
- Questionable results of an initial or repeated criminal background check (as determined by the Office of Human Resources**).

*Complaints and concerns regarding professionalism may be related to:

- dress/appearance,
- attendance,
- timeliness,
- demeanor,
- language,
- the use of college facilities and resources,
- interactions with students, fellow faculty, administration, and support staff.

** After an initial criminal background check, criminal background checks for adjunct faculty members will be repeated when a faculty member has not taught for four or more consecutive semesters (including summer sessions).

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