Resources for Part-Time/Adjunct Faculty at UMBC

Thank you for sharing your time and your talents with students here at UMBC! Part-time faculty are an increasingly important part of almost every campus today. As of 2010, part-time and adjunct faculty accounted for 47% of all faculty nationwide. UMBC recognizes the valuable role you play in the learning community here, and we want to support you in that role. This document highlights a number of on-line and face-to-face resources available to you.

Part-time/Adjunct Policy at UMBC

This policy establishes baseline standards for the institutions of the University System of Maryland (USM) related to search processes, appointments, contracts, and conditions of employment for adjunct faculty. The goal of the policy is to assure a high quality of instruction by individuals with appropriate credentials and experience and to provide a set of policies that will lead to continuous improvement in the status of adjunct faculty in all USM institutions. For a complete description of the policy, please see Section 5.5 in the UMBC Faculty Handbook found at http://www.umbc.edu/provost/Faculty_Handbook/section5.pdf.

New Part-time Faculty Orientation

Twice each year, in August and January, new part-time faculty are invited to an evening dinner and orientation hosted by the Faculty Development Center. The dinner provides an opportunity for you to meet other new faculty at the University. After dinner, representatives from Human Resources, the Albin O. Kuhn Library, the Registrar's Office, and the Division of Information Technology provide you with timely information for beginning your work at UMBC. Topics addressed include:

- Administrative issues such as payroll, campus ID, parking, and recreation privileges
- Library services available to faculty including e-reserves, interlibrary loan, and class support
- Technology services such as general computing support, the Student Administration (SA) system, media equipment in classrooms, and the Blackboard course management system
- Teaching support available such as consultations, observations, and resources for promoting academic integrity

Teaching Resources at UMBC

All of the resources of the Faculty Development Center (FDC) are available to you as a faculty member at UMBC. The Director of the Faculty Development Center consults with faculty on any teaching issue, from designing courses to active learning methods to assessment of students. The Center works with faculty across disciplines and has resources available on effective teaching approaches, evaluation and improvement strategies, and methods of working productively with students. You may also request that the Center Director observe your class and offer feedback.

Gathering feedback from students during the course is an excellent way to establish rapport with a class and address any issues students have before they become a problem on the end-of-

semester evaluations. Consider asking the FDC to help you with this process by conducting a mid-semester student small group evaluation. The evaluation takes approximately twenty minutes at the beginning of a class period of your choosing.

The FDC maintains a website with a number of resources readily available to you at http://www.umbc.edu/fdc. As you seek to develop and improve your teaching, you may wish to check the list of short research-based tip-sheets on various teaching issues found on the Teaching and Learning Topics page of the website. Additional ideas for addressing certain teaching challenges may be found under Other Resources at the *Solve a Teaching Problem* page, a databank developed by the Eberly Center for Teaching Excellence at Carnegie Mellon. The Faculty Resources page of the FDC website gives a complete list of the teaching resources and services available to you through the FDC at UMBC.

Connecting with Other Teachers at UMBC

The FDC sponsors a number of workshops on teaching topics throughout the year. These workshops provide an informal, collegial setting to discuss the latest research on learning and effective teaching strategies with faculty across disciplines. Please check the FDC website for a complete list of the programs throughout the year.

The FDC listserv, facultydevelopment@lists.umbc.edu, provides you with a quick, easy way to request resources and share ideas about teaching with your colleagues as well as the FDC Director. The Director also uses this venue as a way to share news about opportunities such as workshops and provide timely suggestions for teaching effectively and efficiently. All new part-time faculty are added to this listserv, but if you do not receive this information and would like to, please contact the Center at fdc@umbc.edu or by calling 5-1829.

Other Professional Development Opportunities

The University departments and colleges sponsor a number of lectures open to all faculty at the University. For example, the Social Sciences Forum (http://www.umbc.edu/socsforum/) and the Humanities Forum (http://www.umbc.edu/dreshercenter/forum/), the Entrepreneurship Speaker Series (http://www.umbc.edu/entrepreneurship/speakers/) and the ADVANCE Distinguished Speaker Series (http://www.umbc.edu/advance/) provide a series of lectures each semester of interest to a broad range of disciplines. Check with your department administrator for information on lectures and seminars of special interest in your field. For the full range of opportunities, visit the Events web page found at http://my.umbc.edu/events.