



**MONTCLAIR STATE
UNIVERSITY**



Department Chair's Guide to Supporting Adjuncts

Guide Purpose

From a 2022 survey of adjunct faculty as well as conversations with many adjunct faculty, we have identified the primary areas about which adjunct faculty have questions. The purpose of this guide is to ensure departments are able to quickly provide needed information.

Feel free to make a copy of this guide and use the format to easily draft your own department specific guide.

Department Information and Provisions

Provide adjuncts with:

- Key departmental and college/school contacts
 - Identify whom they should contact for specific issues
 - Provide an organizational chart for department and college/school
 - Department mission statement
- Space for them to work and hold required office hours – shared is fine. If you don't have a space for adjuncts, explain that, and suggest other possible locations such as the library, student center, etc. Here are some places they might consider: [Study Spaces – University Libraries](#)
- Essential supplies
 - Whiteboard markers/chalk
 - Access to printers and copiers
- Department's procedure for cancellation of class meetings and notifications.
- A brief tour of your section of campus. Also share this [virtual campus tour](#).

Note: Some adjunct faculty will need after-hours access to department spaces and supplies.

Support Adjunct Belonging

Facilitating belonging among adjuncts is important and not difficult. Some suggestions:

- Invite adjuncts to department meetings as well as college/school meetings (adjuncts cannot be required to attend, but invitations are welcoming)
- Include adjuncts on department list-serv or email blasts
- Pair new adjunct faculty with experienced professors
- Create opportunities for adjuncts to network with full-time faculty and other adjuncts
- Create an “adjunct liaison” role for a full-time member of the department

- Ask OFE for a faculty developer who can serve as a [department liaison](#).

Teaching Spaces

Adjunct faculty have many questions about their teaching spaces. Information to provide:

- Procedures for requesting alternative classrooms.
- IT support contacts for technology in the classroom space:
 - Call the main IT Service Desk at 973-655-7971; email itservicedesk@montclair.edu;
 - Or visit the Tech Support team for academic units which can be found here>> [Academic Unit Tech Support](#).
- Information regarding the “bring your own laptop” strategy for classrooms, meaning adjunct faculty need to bring their own laptops. Share the [laptop loaner program](#).
- Expectations regarding contacting students by phone and whether or not they need to use their personal devices.
- Classroom information via [25Live](#). Here are some [screenshots](#) you can share with them.

Guidance on Course Curricula

For each course that is assigned to adjunct faculty, guidance is needed. Suggestions:

- Prepare a brief “guide” for each course that includes a course description, student learning outcomes, and a sample syllabus.
- Share course documentation from CIM (Course Information Management) to reveal the course design.
- Prepare a Canvas shell / blueprint that can be copied directly into an adjunct’s Canvas course for further editing by the individual.
- Create “master” version(s) of the [Montclair Syllabus in Simple Syllabus](#) that contain department- or course-specific content.
- Provide a teaching mentor or course coordinator for courses that are commonly taught by adjunct faculty.
- Prepare a Canvas Resource Community for commonly taught courses.
- Provide information about how the course fits within the curricula – general education, prerequisites, major/or requirement, etc. Share the [Programs link](#) in the University Catalog to guide faculty to requirements and suggested road maps.
- Direct adjunct faculty to the [syllabus review service](#) at OFE – confidential feedback will be helpful.

Note: Adjunct faculty should not be asked to create and develop new courses; they are not compensated for course creation.

Essential Technologies

Suggestions:

- Provide information about Canvas support:
 - [Getting started](#)
 - [Canvas Instructor Guide](#)
 - ITDS Support through [workshops](#) and [1:1s](#).
- Provide a summary of Navigate information and expectations
 - Explain how to access in NEST
 - Share [training videos](#)
 - Highlight [two mandatory reporting periods set by the Provost](#) – [early warning](#) and mid-semester
 - Inform them they can also raise ad-hoc alerts outside the mandatory reporting periods

Support for Teaching

Highlight the support from OFE and ITDS:

[The Office for Faculty Excellence](#) (OFE) offers teaching support and faculty development throughout the year for both new and seasoned instructors. See especially:

- [workshops](#)
- **Montclair Teaching: A Mini-course for Faculty**– a 60-90 minute moderated asynchronous Canvas course aimed at faculty new to Montclair. Have them [self-enroll here](#).
- individual and group [consultations](#)
- asynchronous [teaching materials](#)
- [syllabus and assignment review service](#)
- Canvas community, [OFE Sample Course Materials](#) for Canvas-ready materials.

[Instructional Technology and Design Services](#) (ITDS) offers instructional design support through:

- [workshops](#)
- [consultations](#)
- asynchronous [resources](#).

Other suggestions:

- Assign a Course Coordinator who will work with faculty who teach sections of the same course to ensure quality and consistency of instruction.
- Observe faculty teaching; see [OFE observation templates](#).
- Request an OFE workshop tailored to your department.
- Encourage adjuncts to attend teaching workshops at OFE and around campus – they may not see the emails, so encouragement from you will be helpful.

Supporting Student Success

Let adjuncts know about the many campus partners available to support student success, including library resources, tutoring options, mental health resources, career services and academic advising. OFE maintains a collection [here](#), sorted by type of resource (academic, mental health, student life) that you can share.

Practical Details

Direct adjunct faculty to OFE's [collection of essential information](#), including [practical details](#) like parking, campus maps, and the academic calendar, as well as [information for new instructors](#) and [adjunct essentials](#).