

Baltimore City Community College



Changing Lives...Building Communities

Title of Procedure: Professional Development Program Procedure for Adjunct Faculty

Topic/Issue:

Adjunct Faculty professional development requirements.

Procedure Language for Professional Development Program for Adjunct Faculty:

Supervisor's Commitment – Department Chairpersons are responsible for cooperating and providing adjunct faculty with opportunities to develop and enhance skills and to provide guidance and appropriate opportunities for professional development.

Adjunct Faculty who fail to meet the required 5 hours may not be rehired for the following semester and will be required to complete the professional development training requirements.

Adjuncts on probation who fail to meet the required hours will not have their contracts renewed until they complete the required hours.

Forms of Professional Development – BCCC encourages professional development in a variety of ways to improve student learning, job-related knowledge and enhance career and personal growth. Forms of professional development opportunities include but are not limited to:

- 1) Pre-approved college credit and non-credit courses
- 2) External conferences, seminars and forums in their discipline
- 3) On-line instructor training
- 4) Affinity group meetings
- 5) Standardized peer reviews such as Quality Matters
- 6) Involvement in development and/or improvement process sessions such as strategic and operational planning sessions
- 7) Attendance and/or participation on panel discussions
- 8) Workshop facilitation
- 9) Participating in professional associations training
- 10) Other activities approved by the Office of the Vice President of Academic Affairs.

NOTE: Adjuncts are not to cancel any class to participate in professional development activities.

Each adjunct will provide their Department Chairperson documentation as to their professional development experience.

Adjunct professional development activities must occur during the semester of hire and completed within one academic year of employment.

Adjuncts must submit to their department chair confirmation that activities are complete for fall by January 30, and for spring, no later than May 30.

Extensions will be granted for activities that occur in December-January or May-June.

Department Chair Duties:

1. Maintaining and overseeing the documentation of adjunct professional development activities and communicating with adjunct as necessary concerning their professional development activities.
2. In cooperation with HR Coordinator of Training and the Center for Teaching and Learning Excellence identify and/or develop professional development programs and workshops to meet identified needs.
3. Supporting professional development for adjuncts, beyond the formal 5 hours requirements of the professional development policy.

Implementation Date: Fall 2008

Originator/Division: Academic Affairs