

**George Mason University
Department of English**

**2009-2010
Handbook for Adjunct Faculty**

**Revised and compiled by the Adjunct
Faculty Committee
August 2009**

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General Information

Adjunct Faculty Rights and Privileges

All department adjunct faculty are encouraged to participate in the life of the department, by, for example, attending English department meetings, seminars, conferences, professional development workshops, and brown-bag lunches. Adjunct faculty colleagues have the right to vote on most issues--excluding personnel and full-time salary decisions--that may be raised at Department meetings and are invited to sit in on open committee meetings. Please refer to page 14 for a list of department staff and faculty contacts.

Email list

An independent adjunct faculty e-mail list allows you to converse with other colleagues on the list. It also helps the Adjunct Faculty Committee contact the list members quickly and easily. To send a message to the adjunct list, send a copy to Stacey Remick-Simkins or Barbara Gomperts and ask them to forward it.

Adjunct Faculty Teaching Evaluation

The performance of each adjunct faculty member is evaluated and rated according to the Adjunct Faculty Rating System outlined in [Appendix One](#) each academic year, unless the adjunct has a two-year agreement. The evaluation of adjunct faculty takes into consideration the quality of the adjunct's classroom teaching and the quality and appropriateness of related classroom materials; evidence of relevant professional activities may also be submitted for consideration. The rankings help to determine the order in which persons will be hired.

The full-time faculty members of the Adjunct Faculty Committee arrive at this rank ordering in an informed and impartial manner. Assignments are also determined on the basis of the adjunct faculty member's availability and his or her qualifications to offer needed courses. Assignments are ultimately determined by the associate chair and chair of the department.

Quality of Teaching is determined by the committee based upon a holistic evaluation of the adjunct's portfolio and the class observation. See [Appendix Two](#) for a summary of evaluation criteria.

The adjunct's portfolio should include the following documents in this order:

Adjunct faculty statements:

- a. teaching philosophy
- b. framing letter (a letter describing the teaching circumstances of the current semester—i.e., courses taught, composition of classes)
- c. a current and relevant CV

Teaching reports:

- d. current class observation report (see below)
- e. student evaluations from GMU courses if available. Information about course evaluations is available from the Office of Institutional Research and Reporting at . <https://crserating.gmu.edu/>. Archived ratings are accessible on campus only.

Classroom materials:

- f. syllabi
- g. samples of assignments and exercises
- h. copies of graded student papers. Dossiers should contain at least two or three papers selected to show how you respond to a range of abilities. The rationale for the selections should be briefly explained.

Items a-h are the minimal requirements for a complete folder.

The committee will also accept the following optional items for consideration:

- a. scholarship (relevant publications, etc.)
- b. documentation of service (departmental and university committees, etc.)

It is the responsibility of each adjunct faculty member to insure that items a-h are included in his/her file: All adjunct faculty must maintain the contents of their review file and remove any outdated or optional materials. Adjunct files are submitted to Stacey Remick-Simkins and maintained in a secure file at her desk. Please see Stacey Remick-Simkins to obtain and to return your file. You may also submit portfolio materials on a CD.

Class Observation

Each adjunct faculty member must have a class observation during her/his first term of service. Adjunct faculty members are evaluated annually thereafter, except for those with two-year agreements. New applicants for two-year agreements must have a class observation within the 12 months previous to the date of her/his application. An adjunct wishing to renew a 2-year agreement is also required to have a class observation within the 12 months previous to the date of renewal application. The faculty observer submits a written report upon which the part-time member is free to comment in an addendum

letter. The report (including any responses) will become part of the material for evaluation. See [Appendix Three](#) for procedures to be followed for class observations.

Two-Year Agreements

In addition to semester appointments, the department also offers adjuncts the option of a two-year agreement. The agreement provides two major benefits: A person with an agreement will be given priority in course assignments and will be evaluated once every two years instead of once every year. Please note that these agreements are not binding contracts, and that course assignments ultimately depend on the department's needs and resources as well as the adjunct's availability and expertise.

Faculty who have taught at Mason for one or more semesters may apply for a 2-year agreement. Two-year agreements may be renewed.

How to apply: Adjunct faculty should respond to the request for applicants distributed in the spring semester. Make sure your adjunct file contains course syllabi and other materials that indicate the quality of your teaching, as well as your student evaluations and an observation report done within the preceding 12 months. Adjunct faculty requesting renewals of a two-year agreement should include course materials and evaluations from all courses taught since the beginning of their current agreement.

Adjuncts on Hiatus

Adjuncts on hiatus for more than one semester who wish to retain their priority status in the assignment of classes must notify the department in writing. Notification that they wish to rejoin the department roster must be received within the first five weeks of the preceding Fall or Spring semester. For example, adjuncts who wish to teach again during the fall semester must notify the department within the first five weeks of the preceding spring semester. For spring or summer semesters, adjuncts must notify the department within the first five weeks of the preceding fall semester.

An application after a hiatus of two years or more requires an interview by the Adjunct Committee.

General Grievance Procedure for Adjunct Faculty

Adjunct faculty are covered by the grievance procedures stated in the Mason Faculty Handbook (section 2.11.2) and by departmental procedures as stated in the English Department by-laws (Article V, Section 14)

Academic Guidelines

Book Orders

All book orders are submitted to Stacey Remick-Simkins by e-mail at sremicks@gmu.edu. Please include ISBN, title, author, course number and section, and whether the text is required or optional. As required by Virginia state law, instructors will be asked to verify that they know the prices of the books they have adopted; instructors in English provide this verification by responding to an email sent out by Stacey once book orders are confirmed. To request your own desk copies, visit <http://english.gmu.edu/forfacultystaff/publishers.php> and choose the Publishers Fax List link or visit the Library website to access the Books in Print database. If you do not receive your desk copy in time, please see Stacey to obtain a loan copy. Loan copies are to be returned in their original condition to Stacey as soon as your desk copy arrives.

English 100/101 and ENGL 302

For information about the Goals of ENGL 100, ENGL 101, ENGL 302, and other resources for faculty see the English Department's Composition Website: <http://composition.gmu.edu/index.php>. Contact Shelley Reid, Director of Composition ereid1@gmu.edu or Jessica Matthews, Assistant Director, jmatthe2@gmu.edu with any questions.

200-Level English Courses

The Coordinator of 200-level courses, Lisa Koch (lkoch@gmu.edu) can provide information about textbooks, course requirements, and the password-protected website for faculty, <http://www.gmu.edu/departments/english/e-200/>. This is a password-protected site, so please contact Lisa Koch for the username and password.

Class Lists

Class lists for enrollments and grading are accessed on line by visiting <https://patriotweb.gmu.edu> and choosing the faculty link. This website provides instructions for first-time users. You need to have your employee ID number (G Number) and your PIN. Your default PIN is your date of birth (MMDDYY).

Final Examinations and Submission of Grades

All grades for a class should be submitted online to Patriot Web within 48 hours of the

final examination period scheduled for that class. Please consult the section of the GMU Catalog that outlines academic regulations related to final examination policies: http://catalog.gmu.edu/content.php?catoid=5&navoid=104#final_exams. The weight given to examinations in computing final grades and decisions about the kinds of examinations used may differ according to the preferences of individual instructors. Such grading information should be communicated in detail to students in the syllabus during the first week of classes.

College policy requires final examinations to be given at the time and place designated in the schedule of classes. Individual student requests for changes in final examinations must be approved by the collegiate dean. Examinations administered during the final examination period should not exceed two hours and forty-five minutes.

Adjunct faculty assigning a take-home final examination should communicate this fact to the students at the beginning of the semester. Such examinations should be distributed at least by the beginning of the last week of classes so that students can coordinate them with their preparation of other examinations. In no case should the students be required to submit the examination prior to the date of the regularly scheduled examination for that class. Final reexaminations are not permitted.

Midterm Grades

The English Department Policy Statement:

In ENGL 100, 101 and ENGL 200s, students receive a midterm letter grade based on the work of the first seven weeks of the course. The purpose of this grade is to help students find out how well they are doing in the first half of the course in order to make any adjustments necessary for success in the course as a whole. Instructors calculate letter grades based on the completed course assignments as weighted on the syllabus through the seventh week. The work in the second half of the semester may be weighted more heavily, and so the midterm grade is not meant to predict the final course grade. Students may view their grade online at <http://patriotweb.gmu.edu>.

If, as mentioned in this statement, your assignments in the second half of the course are weighted more heavily than in the first, you should advise students of this fact and remind them that the midterm grade is not necessarily predictive of the final grade. For questions, please contact Shelley Reid at ereid1@gmu.edu or Lisa Koch at lkoch@gmu.edu

Grade Record

All faculty must maintain a record of each student's grade, and retain it after final grades are submitted. Adjunct faculty are also expected to retain final examination papers for at least one semester to provide supportive data if a grade is challenged.

Grade Appeal Procedure

See the GMU catalog for a summary of the procedure by which a student may appeal a grade: http://catalog.gmu.edu/content.php?catoid=5&navoid=104#grading_system.

Change of Grade Forms

Change of grade forms can be obtained from the department receptionist or Stacey Remick-Simkins. Upon completion, the form should be returned to the departmental receptionist or to Stacey Remick-Simkins. Grades should be changed only if a statistical or other factual error was made. Students are not allowed to submit additional work to change their grade after the end of the term unless they have been given an Incomplete. Grades of Incomplete should be given only to students who have successfully completed a majority of the coursework but cannot finish for nonacademic circumstances beyond the student's control; grades of IN are not used in English 100/101.

Honor Code

Since the founding of the University, the Honor Code has been a part of the educational process. Although the students are primarily responsible for preserving and enforcing the code, the faculty shares a common interest with the students in matters of academic integrity. Please refer to the Catalog for details concerning the Honor Code. It is the responsibility of all faculty members at George Mason University to carry out tests and examinations in accordance with the provisions of the Code. All adjunct faculty are expected to support and abide by the Honor Code. The following statement should appear in every course syllabus:

Plagiarism means using the exact words, opinions, or factual information from another person without giving the person credit. Writers give credit through accepted documentation styles, such as parenthetical citation, footnotes, or endnotes; a simple listing of books and articles is not sufficient. Plagiarism is the equivalent of intellectual robbery and cannot be tolerated in the academic setting.

--Department of English Guidebook

To insure due process to students, all plagiarism cases must be submitted to the Honor Committee; faculty may not exact their own penalties for suspected plagiarism. The procedures and forms for submitting an Honor Code violation are available online from the Office of Academic Integrity at <http://academicintegrity.gmu.edu/honorcode/proceduresforms.php>. Once the case has been submitted, it should not be discussed with the student. The complete honors code policy is available from the Office of Academic Integrity at <http://academicintegrity.gmu.edu/>.

Syllabi

Faculty are required to provide students with a hard-copy syllabus (except for fully-online courses) during the first week of classes. All syllabi should list your name, course number, semester, and year, office hours, office telephone number, and the drop date for the semester. It should also contain the Plagiarism statement for your students (see above) and the following statement: "If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Resources at 703-993-2474. All academic accommodations must be arranged through that office."

Grading information, including the weighting of individual assignments, should be communicated in detail in the syllabus. All English Department writing or writing-intensive courses must require a minimum of 3500 graded words of student writing. Sample syllabi and other guidelines are available on the Composition website under Designing a Syllabus. One copy of each course syllabus must be forwarded electronically to the appropriate program director (Lisa Koch, ENGL 200s, or Shelley Reid, ENGL 100, 101, 302) and another copy to Stacey Remick-Simkins by the end of the second week of classes. An additional hard copy should go into your teaching portfolio.

Composition Library

A collection of composition textbooks and teaching resources may be found in the Department Conference Room located in Robinson A447. See the department receptionist to check that the conference room is free and to obtain a key to the room. (Resource books for English 201 instructors are available in the Department Lounge).

Administrative Information

Absences

You are required to notify the chair, the departmental receptionist and your students by email (through your class lists on Patriot Web) if you know in advance that you must miss a class and to make appropriate arrangement for covering the work missed. Faculty should not simply cancel classes, even for travel or participation in work-related events, except in case of illness or emergency. In addition, please notify the receptionist and Stacey Remick-Simkins.

Course Overloads

Each semester, students who are not registered for your class will want to add in. You are not obligated to exceed the enrollment limit for any of your classes. Only faculty can add students to their classes; follow the instructions on Patriot Web. For more information, contact the departmental advisor, Laura Scott (lscott@gmu.edu).

Faculty Identification Card

Photo ID cards are issued to every member of George Mason University. Please have your photo taken in Room 1013 located on the lower level of Student Union II. It may be used as a means of identification at the United Bank, Bookstore, Patriot Center, Center for the Arts, Harris Theater, all university-sponsored events, and as your library card. There is a replacement fee of \$10.00 if it is lost, stolen, or damaged. In addition, your photo ID may be used to ride on the Mason Shuttle or qualify you for a reduced fare on the CUE bus; the various bus routes go through Fairfax to the Vienna Metro station. Cards should be returned to Human Resources upon leaving the University.

English Faculty Lounge

A faculty lounge is located inside the English Department office in RA483 for all faculty. A microwave, refrigerator, and a public access computer terminal are available in RA485, the Supply Room.

Mailboxes, Office Assignments, Phone and Keys

All faculty mailboxes are located in Robinson A487. The adjunct office is located in Robinson A455 and is shared with other adjunct colleagues. A key to the adjunct office is available in the front office; please ask one of the staff for the key. If you are scheduled to

teach before 8:30 am, you may ask Barb Gomperts to order you a key to the main English office. All adjunct faculty are encouraged to establish office hours (one hour per course each week) as a designated time to meet with students. All phones are shared. Dial 9 to make an off-campus call. (If you wish to make work related long-distance phone calls, contact one of the members of the office staff at 3-1160). The department cannot accept faxes from students; please inform your classes of this policy. If you are locked out of your office or classroom, call security at 3-2810 or 3-2811.

Payday Information

Barb Gomperts will handle all agreements and related paperwork. Checks will be issued semi-monthly beginning 9/16 and ending 12/16 in the fall and beginning 2/16 and ending 5/16 for the spring. During each semester, each adjunct faculty member will receive a total of 7 checks, Direct deposit of your checks is 'now required. See Barb for proper forms. Your pay stubs are available for viewing on Patriot Web: <http://patriotweb.gmu.edu>.

Supplies

Office supplies (manila folders, envelopes, rubber bands, markers, pencils, pens, roll books, etc.) may be found in Room A485. If you see that the supply is low or you take the last item, please notify the receptionist.

Photocopy Policy

If you wish to have syllabi or exams photocopied, either leave the request in the workbox located outside Room 485 in the main department office or send the material as a Word document attachment to qwerty@gmu.edu. For hard copy requests, place the document(s) in the box and use the small, yellow Request for Duplication Services to note number of copies, etc. Please allow a minimum of 24 hours for copy requests (longer during busy times at the start of the semester). Work will be taken downstairs to the Robinson Copy Center and placed in your mailbox upon completion. Finals and quizzes must be placed in a large envelope.

Please adhere to the following photocopying guidelines:

- If you are making more than 5 copies of a document from 1-5 pages long, you should send it downstairs.
- You should have the Johnson Center Copy Shop duplicate work for purchase by students whenever possible.

Photocopy Policy: Email Option

To better serve faculty who live at a distance from campus and/or who are on campus infrequently during the week, the English Department has a procedure for emailing a copy request.

To email a copy request, please follow these steps:

1. Send your email to qwerty@gmu.edu.
2. Include "Copy Request" in the Subject line.
3. Send from your GMU Email address to lessen the chance of the message getting caught by a spam filter (and make it easier for the receptionist to know who you are).
4. Attach word documents, PDF documents, or html documents (if you're submitting something you didn't write, please be aware of copyright issues that may apply).
5. Send a document in MS Word format, or in a format (and with fonts/graphics) that you know will be compatible with the most recent MS Word for Windows. The office staff will not reformat your document for you.
6. Include in the body of your email message all the information that goes on a copy-request slip:
 1. Your name (even if it's in the email header)
 2. The date/time you need to pick up the copies
 3. The number of pages in each original document
 4. The number of copies you want of each
 5. The title of each document
 6. Any requests for collation, stapling, 1- or 2-sided copies, etc.
 7. As usual, please remember to allow enough time for your document(s) to be received, acknowledged, printed out, and photocopied.

You will receive confirmation by email that your request has been received, though such confirmation may not come immediately. If you don't receive a confirmation within one working day, you may email or call the office receptionist (703-993-1160) to check on the status of your request.

If you are making more than one copy of any document longer than 10 pages for your own professional use, you should submit a copy request. Any duplication of course materials (other than syllabi, assignment prompts, and exams) longer than 2 pages should be sent to the Johnson Center Copy Shop for purchase by your students. This includes drafts of student papers and handouts for class. If you wish to make transparencies, please see our receptionist. **NOTE:** there may be copyright restrictions on the material that you reproduce. Contact the Copyright Coordinator at copyright@gmu.edu for more information.

Classroom Technology and Audio-Visual Equipment

Classroom Technologies provides equipment to George Mason University Faculty, Staff and Students on a first-come-first-served basis. Reserve equipment online at <http://classtech.gmu.edu/>. The online form asks for the department org code; please call or e-mail Barb Gomperts for the code.

Classroom Technologies may process a walk-in request, but sending in your request for equipment in advance will ensure availability and would save you time waiting while your request is processed and equipment is packed and ready for you.

Available Equipment includes:

1. Overhead Projectors
2. Document Cameras
3. Portable wireless mic/amp combos
4. Traditional mic/amp combos
5. 16mm film projectors
6. LCD Projectors
7. TV Carts (available with VCR, DVD, and/or 3/4" LD players)
8. Computer Speakers
9. Laptops
10. Slide projectors
11. Boom Boxes
12. Tape recorders

The first floor of the Johnson Center Learning Center (JLC) Library also has AV equipment for student use as well as hundreds of commercial videotapes.

Computer Resources

Office Computers

Every English Department office has either a desktop or a laptop computer (PC or Mac) with a network connection. The PCs run Windows XP; the Macs run OS X.

Public Access Computers

We have two public access computers:

Robinson A 485: Dell PC with printer

Robinson A411 (English Computer Lab—see below)

English Department Computer Lab

The Department maintains a computer lab in Robinson A411. The equipment includes PCs with Windows XP, Macs with OS X, a printer (just outside the door), and two scanners. Instructions for log-ins are posted in the room. The room is secured with an Omnilock; to get the code, contact Barb Gomperts at bgompert@gmu.edu.

Networked Printers

The Department has several networked printers:

- the hp P4015 outside of rob a411: NPI8013D5.mesa.gmu.edu
- the hp 5000 inside of Rob A411: NPIAAD81F.mesa.gmu.edu
- the hp P4015 outside of rob a441: NPI8013D0.mesa.gmu.edu
- the hp P4015 inside of rob a455 : NPI1952B5.mesa.gmu.edu
- the hp P4015 inside of Rob A485: NPI7F4D43.mesa.gmu.edu

Loaner Laptops

The Department has a few PC and Mac laptop computers available for home or travel use. Contact Barb Gomperts at bgompert@gmu.edu for details.

Campus Computer Classrooms

Each semester, faculty teaching ENGL 100/101 are required to spend the equivalent of one week of class, in sequence or spread over the term, teaching information technology skills,

to include word processing, email, library databases, and the research capabilities of the Internet. Faculty teaching ENGL 302 are expected to work with students on library databases appropriate to their majors.

To reserve a computer lab for your class, go to <<http://classtech.gmu.edu>>. For more information, see <http://composition.gmu.edu/faculty/newfaculty/ComputerClassrooms.php>

For more information about computing specific to the English Department, contact Barb Gomperts (phone: X31170 or email: bgompert@gmu.edu). For other computing information, contact ITU Support (phone: X38870; email: support@gmu.edu; web: <http://itusupport.gmu.edu>).

Campus Services

Library Resources and Services

The Mason Photo ID Card serves as a library card. It may need to be encoded at the Fenwick Library circulation desk before it can be used. Tours are available at the Fenwick Library (x33710) and the Johnson Center Library (x39052). For assistance with classroom research activities, contact the English Department's liaison librarian, Jen Stevens (jsteven7@gmu.edu; 32211).

Adjunct faculty are also eligible for local interlibrary loan privileges with the WRLC Consortium of libraries, which includes holdings at George Washington, Georgetown, Catholic, American, and other local university libraries. Books and articles contained in journals to which Fenwick does not subscribe can be requested online through the library website: (<http://library.gmu.edu/requests/requests.html>).

To place materials on reserve or E-Reserve, fill out the online form on the E-Reserves web page: <http://library.gmu.edu/services/reserves.html>. Please allow at least two weeks to get materials on reserve (x32230).

Writing Center Services

When you identify students who need additional support with their writing, you may refer them to the University Writing Center for assistance. The Writing Center is located on the first floor of Robinson A, in room 114 (x31200). The Writing Center is administered by faculty and staffed by graduate teaching assistants and undergraduate writing consultants who have received intensive training in the teaching and tutoring of writing. Tutors help students with a variety of problems from overcoming blocks and formulating ideas to organizing and revising drafts, managing research, and editing final copies.

Students may use the online tutorial reservations system at <http://writingcenter.gmu.edu> to schedule a 45-minute one-on-one consultation or an online consultation. The Writing Center also provides online resources for students and faculty, a library of writing books and textbooks, handouts and worksheets related to writing, and small-group workshops (announced each semester). For more information or to request that a tutor visit your class with a brief "Roadshow" about the center, visit the faculty resources page of the Writing Center website: <http://writingcenter.gmu.edu/faculty-staff.php>.

Student Union Services

Student Union I (SUB 1) is home to Academic Affairs, Counseling and Psychological

Services, Student Disability Services, and various student groups; it also holds a food court and various restaurants. Student Union II (SUB II) houses the Photo ID office. The Johnson Center houses the University Bookstore, the Computer Store, the Copy Center, a public Post Office, two banks, a convenience store, a food court, and several restaurants. For more information about dining options on campus, see <http://dining.gmu.edu/locations.html>.

Parking Services

All faculty are required to have a valid parking permit or pay to park daily in one of the University parking decks. The 2009-2010 one-year permit costs \$225 (only sold in the fall semester). A reciprocal agreement allows faculty with valid NOVA decals to park on the Fairfax campus once they've registered with Parking Services. See the Parking Services website for more details: <http://parking.gmu.edu/facultystaffregulations.html>.

Benefits

Travel Funds

Contingent on availability of funding, adjunct faculty may be considered for travel funds (on an individual basis) when presenting a paper at a scholarly conference. In order to request financial support for travel, an instructor must submit to the department chair a brief statement summarizing the specific agenda of the conference, the name of the paper to be presented, and the amount of travel. We cannot guarantee that monies will be available, but we will attempt to secure funding.

Free Courses

Adjunct Faculty may take up to 4 credit hours per semester tuition-free, with a limit of 8 credit hours per academic year (August through July) on a space-available basis. The tuition waiver does not include special fees. (See the Admissions website for information on taking classes as a non-degree student -- <http://admissions.gmu.edu/nonDegree/>). The Tuition Exemption Request form is available on the HR website at <http://hr.gmu.edu/forms/>.

English Department Contacts

Staff

Name	Position	Email	Phone
Barbara Gomperts	Office Manager	bgomperts@gmu.edu	703-993-1170
Cloud Spurlock	Receptionist	kspurlock@gmu.edu	703-993-1160
Stacey Remick-Simkins	Program Coordinator	sremicks@gmu.edu	703-993-1162
Jennifer Stone	Graduate Program Manager	jstone22@gmu.edu	703-993-1180

Adjunct Faculty Committee

Name	Email	Phone
Devon Hodges	dhodges@gmu.edu	703-993-2765
Amelia Rutledge	rutledge@gmu.edu	703-993-2776
Susan Lawrence	slawrenceb@gmu.edu	703-993-1088
Doug Wulf	dwulf@gmu.edu	703-993-2771
David Kaufmann	dfaufman@gmu.edu	703-993-2766
Don Gallehr	dgallehr@gmu.edu	703-993-3717

Department Administration

Name	Position	Email	Office Phone
Robert Matz	Chair	rmatz@gmu.edu	703-993-1170
Alok Yadav	Assistant Chair	ayadav@gmu.edu	703-993-2765
Laura Scott	Scheduling/Advisor	lscott@gmu.edu	703-993-1179
Shelley Reid	Director, Composition Program	ereid1@gmu.edu	703-993-2762
Jessica Matthews	Ass't Director, Composition Program	jmatthe2@gmu.edu	703-993-1171
Lisa Koch	Coordinator, 200-Level Courses	lkoch@gmu.edu	703-993-1198
William Miller	Director, Creative Writing Program	wmiller@gmu.edu	703-993-2763
Tamara Harvey	Director, Graduate Program in English	tharvey2@gmu.edu	703-993-2769

Appendix One **Adjunct Faculty Rating System**

The Adjunct Committee assigns adjunct colleagues to one of the following categories:

1. Excellent: highly recommended for scheduling
2. Very Good: recommended without reservation for scheduling
3. Good: recommended for scheduling
4. Needs improvement: may be assigned classes, but future assignments are contingent upon consultation with either the Director of Composition or the Coordinator of general education courses in literature
5. Not recommended for assignment

These rankings are reported to the Associate Chair and used in scheduling. Adjunct scheduling is always dependent on student enrollment and funding, as well as on the match between department needs and your qualifications and availability. Even colleagues who receive our highest recommendation, therefore, are not guaranteed assignments.

Adjunct faculty serving on two-year agreements receive top priority in scheduling, followed by single-semester contract faculty according to the first four performance categories above. Among faculty in the same performance category, preference will be given to those with more seniority as teachers in our department.

Appendix Two

Criteria for Evaluating Teaching Performance for Adjunct Faculty

The following questions are provided to inform adjunct faculty of the criteria used to evaluate their performance and to encourage consistency in the evaluations provided by members of the Adjunct Faculty committee.

Criteria for Evaluating Portfolio Materials

1. Do syllabi clearly describe the course requirements, procedures, and grading policies?
2. Do the portfolio materials demonstrate that courses taught are clearly organized and incorporate appropriate approaches to student learning?
3. Do assignment prompts clearly explain the parameters, goals, and evaluation criteria for the assignment?
4. Are assignments appropriate to the course level, course content, and course goals?
5. Do responses to student writing clearly explain why the grade was assigned and how the student can improve?
6. Do responses to student writing engage with the student's ideas and arguments as well as attend to form and mechanics?
7. Does the portfolio offer evidence that the faculty member is participating in professional development as a teacher?
8. What levels of student satisfaction are indicated by recent evaluation forms, (where available)?
9. Have all required materials been updated in the portfolio?

Criteria for Class Visits

In addition to a concise description of the activities of the session observed, evaluations should incorporate responses to the questions below:

Cogency of presentation: Are the instructor's objectives made clear to the students? Is the material presented clearly, knowledgeably, and in a well-organized fashion? Are the methods of instruction appropriate for the student level and the material presented? Is there evidence that the instructor's presentations are theoretically informed?

Teaching methods: Does the instructor employ both innovative and standard pedagogical strategies, where appropriate? Does the instructor employ a variety of approaches? Are the sequencing and pacing of activities handled effectively? Does the instructor demonstrate flexibility in time management?

Managing group dynamic in discussions: Does instructor encourage student involvement, using a variety of strategies? Does the instructor exhibit respect and understanding toward divergent viewpoints in class discussion?

The reviewer should feel free to comment on aspects that work very well or overcome a significant challenge.

Appendix Three

English Department Procedures for Observing Adjunct Teaching

1. The adjunct faculty member will first be given the opportunity to ask a full-time tenured or tenure-line faculty member to observe him or her; otherwise, a member of the Adjunct Faculty Committee or another volunteer member of the full-time faculty will be assigned to observe the class. (The composition directors and 200-level coordinator work with faculty primarily as mentors, and so do not participate in formal, evaluative observations.)
2. The observer will get in touch with the person to be observed and work out a mutually agreeable time for the class visit. The adjunct should provide the observer with a copy of the adjunct's syllabus and copies of any handouts relevant to the day's activities. The observer and the adjunct should briefly discuss the adjunct's plans and objectives for that day before the observer attends the class.
3. After the class visit, the observer and adjunct should briefly discuss their reactions to the class: what were the perceptions of each about how the class went. This is also an opportunity for the observer to ask any questions about class activities.
4. The observer then writes a report describing the observed class and offering a final summary of what in her or her opinion worked well and in what areas there could be improvement. These judgments should reflect the list of criteria for evaluating classroom activities. A copy of the report should be sent to the adjunct and the original placed in the adjunct's file.
5. The adjunct has the opportunity to write a response letter, also to be included in the file, if he or she disagrees with the letter or thinks that additional information is needed.

Procedures for Adjunct Evaluation Letter

1. The adjunct faculty member should insure that all the required materials are present and updated in the adjunct's file by the specified deadline.
2. The evaluator should prepare a summary of the adjunct's performance that includes the following:
 - a. A paragraph evaluating the contents of the portfolio and noting its strengths and weakness, judged according to the criteria established by the committee.
 - b. A paragraph summarizing the observation report on the adjunct's class, including strengths and weaknesses, judged according to the criteria established by the committee.
 - c. A recommended rating of the adjunct's performance.

These summaries will be discussed by the Adjunct Committee and a final draft will be sent to the adjunct faculty member.