



# JACKSON COLLEGE

## Adjunct Faculty Support & Engagement

CONTACT: Tom Largent, Adjunct Administrator • [tlargent@jccmi.edu](mailto:tlargent@jccmi.edu)

### DEDICATED SUPPORT & COMMUNICATION

ELEMENT	HOW IT WORKS	INTENDED OUTCOME
Point Person	The Adjunct Administrator serves as the liaison and “go-to person” for all adjunct faculty.	Adjuncts feel supported and less on their own because they have a consistent person to turn to with questions, needs or concerns.
Regular Communication	News and updates are shared specifically with adjuncts on an ongoing basis.	Adjuncts stay informed without having to filter through emails to find what affects them.
Classroom Support	Coordinators available in all buildings to assist with classroom & technology needs.	Adjuncts have access to support when it matters most — when they’re teaching.
Adjunct Feedback	We regularly seek informal feedback. Administer annual satisfaction and feedback survey. Have begun conducting exit interviews with adjuncts as well.	Receiving honest and actionable feedback ensures we are continuously improving our efforts. Adjuncts feel heard and valued.
Adjunct Resources Website	Single webpage developed and maintained that contains all relevant information.	Saves adjuncts time, eliminating need to search entire website to find what they need.
Faculty Workspaces	Dedicated workspace in every building on every campus that includes computers, copiers, and other office support.	Adjuncts have a well-equipped place to work, meet and connect: Leads to better lesson preparation and stronger connections.

### PROFESSIONAL DEVELOPMENT

Professional Development Offerings	Monthly workshops offered at Jackson College, often facilitated by other faculty. Multiple asynchronous online workshops offered.	Adjuncts have the opportunity to learn and connect with others regularly. PD benefits them and trickles down to benefit students.
Compensation for Professional Development	Adjuncts are paid \$17/hour for participating in Professional Development leading the the Masters status or maintaining (20 hr Cap)	Provides extra incentive to participate in and facilitate workshops; shows that Jackson College values them and their time.
Flexible Offerings	Most internal professional development offerings are in a virtual, recorded format	Provides participation abilities without adding on travel time and allows for on your time learning
Adjunct Learning Days	Before fall and winter semesters, all adjuncts get together for a Saturday devoted to professional development.	Taking time to focus on PD and teaching before the semester leads to feeling more prepared and energized, impacting students positively.

## PROFESSIONAL DEVELOPMENT

ELEMENT	HOW IT WORKS	INTENDED OUTCOME
Master Adjunct Certification	Pay and benefit incentives in place for adjuncts to stay committed and engage in professional development. Provides Jackson College the chance to recognize that commitment.	Adjuncts stay focused on goals, benefit from engagement with college and colleagues, and value Master Adjunct recognition. These positives also trickle down to benefit students.
Reciprocal Classroom Observations	The certification process includes two sets of reciprocal observations with lead faculty in the discipline. Adjuncts are observed by lead faculty and observe lead faculty teaching as well. Guide created to support pre- and post-observation discussions.	Reciprocal observations support the exchange of teaching ideas and practices between faculty colleagues. Adjuncts both receive and share feedback, and so do full-time faculty, so collegial connections within departments/disciplines strengthened.

## ENGAGEMENT

New Adjunct Orientation	Each adjunct required to participate. Goal is to provide opportunities for connection with Jackson College faculty, staff and students, as well as with each other. Lecturing kept to a minimum.	Adjuncts walk away feeling like a valued new member of Jackson College's culture and instructional team. Also walk away with resources to help them prepare for their first day and first semester.
Online Faculty Forum	Maintain online forum for all faculty (adjunct and full-time) to receive announcements, connect with colleagues, and engage in online professional development.	Always a place to go to ask a question and connect with faculty colleagues. FT and adjuncts not differentiated in forum: Together they make up Jackson College's community of instructors.
College & Community Engagement	Adjuncts welcomed and *paid for attendance at college convocations and department meetings. Volunteering at college events eligible for certification credit.	Adjuncts made to feel like an important part of Jackson College, because they are. They are not adjunct or ancillary to our mission; they are integral to it.

## RECOGNITION, REWARD &amp; COMPENSATION

Outstanding Adjunct Faculty Award	College recognizes an Outstanding Adjunct Faculty Member annually. Awardee receives \$1,000 and is recognized at award banquet.	Top performers recognized and rewarded for their commitment. Award gives adjuncts something to aspire towards and celebrate.
Service Recognition	We have plans to recognize our adjuncts who have taught at Jackson College for 15-plus years.	Long-serving adjuncts feel valued and appreciated.
Kudos Celebrated	Adjunct accomplishments celebrated in adjunct newsletter and collegewide announcements.	Adjuncts receive kudos from colleagues and ultimately feel more a part of college.
Tuition Credits for Master Adjuncts	Those who complete certification process and become Master Adjuncts can start accruing tuition credits that they or partners/dependents can use to take Jackson College courses tuition-free.	Creates incentive to complete certification, which leads to enhanced engagement, comprehensive professional development, and strengthens commitment back to Jackson College.
Compensation	Master Adjuncts receive extra \$7 per contact hour. Participating in workshops receive \$17/hr for becoming or maintaining the Master Adjunct status	Adjuncts recognize that Jackson College values their time and commitment. This leads to increased engagement and fulfillment, which ultimately benefits interactions with their students.