Jackson College Adjunct Certification Process

Frequently Asked Questions

Last Revised: August 18, 2017

1. Is the certification process mandatory for adjuncts?
   • No. It is entirely voluntary.

2. Is an instructor’s level associated with his her academic credentials?
   • No. An instructor’s level is based on his/her fulfillment of the certification requirements, as explained below under question #5.

3. What is the purpose of the adjunct certification process?
   • The overarching goal of the process is student success by means of faculty success. The process has been designed to advance and support positive faculty/student relationships, positive faculty/faculty relationships, achievement of faculty, department, college goals, and faculty reflection on their instruction. When the above is achieved, it should have a positive impact on JC student retention and student success rates in general.

4. What are the benefits of participating in the adjunct certification process?
   • Progressing to Master Adjunct status will result in an increase in pay; Master Adjuncts typically earn an additional $4 per hour compared to Adjuncts.
   • Master Adjuncts also are eligible to earn tuition credit that can be used by them, a dependent, or their spouse to cover the cost of tuition for courses taken at Jackson College.

5. What does the process involve? How does an Adjunct move to Master Adjunct status?

   **Step One: ENROLL IN CERTIFICATION PROCESS**
   Enroll yourself in Jackson College’s Adjunct Certification Process JetNet site to start your certification and professional development journey.
   Visit [www.jccmi.edu/adjunctcertification](http://www.jccmi.edu/adjunctcertification) and enter the code “certification” to enroll.

   **Step Two: DETERMINE PROFESSIONAL DEVELOPMENT GOALS**
   Determine 2-3 professional development goals for yourself. What do you want to focus on and work on to enhance your instruction? Be sure to enter goals via JetNet site as well.

   **Step Three: BUILD PROFESSIONAL DEVELOPMENT PLAN**
   Determine your professional development plan based on framework below. All current internal professional development offerings are listed at
www.jccmi.edu/professionaldevelopment. Visit JetNet site to enter your plan and revise as needed throughout your journey.

Teaching & Learning

Student success by means of faculty success starts with honing our craft—teaching and learning. Learning, sharing, and practicing effective instructional skills, techniques, and strategies in the classroom or clinical setting should continue to be a centerpiece of the certification process.

- Participate in an Instructional Skills Workshop. (required)
- Participate in professional development activity that focuses on pedagogy and teaching/learning. Examples include active reading workshops, online instructor certification, and other workshops listed at www.jccmi.edu/professionaldevelopment.

Students & Student Engagement

Research has shown that student/faculty interactions and relationships have more impact on student success than any other aspect of schooling. This category of professional development is focused on understanding our students and their diverse backgrounds and motivations, and how best to teach, motivate, and encourage their success.

- Participate in professional development activity that focuses on diversity and inclusion, such as workshops facilitated by JC reading faculty member Amy Gamel. (required)
- Engage in other professional development related to understanding, connecting with, encouraging, and motivating students, such as OnCourse training.

Faculty Engagement

Collegial relationships and faculty-faculty interactions are also key to supporting faculty goals and faculty success. This category of professional development is focused on building, nurturing, and maintaining positive collegial relationships within departments and also across the college.

- Participate in two sets of reciprocal observations, at least one with your lead faculty in discipline you teach, whereby you observe a colleague twice and a colleague observes you twice. (required)
  - Plan to connect before the observation to discuss what areas of focus and feedback would be most beneficial and plan to debrief after the observation to reflect and discuss how things went. (A classroom observations guide is available on the Adjunct Resources page as well as in the Appendix of this document.)

Technology of Teaching and Learning

We are committed to preparing our students to be technologically literate and good digital citizens and, therefore, should also be committed to supporting our faculty to be the same. This category involves professional development to learn and practice technological tools to support faculty goals and student success.

- Participate in JetNet Gradebook training (required, since all instructors are encouraged to post grades throughout semester in JetNet)
- For instructors that use JetNet in any other way than Gradebook, they must participate in JetNet Basic workshop
• Participate in another workshop specific to instructional technology, such as JetNet Advanced. Visit www.jccmi.edu/professionaldevelopment for list of available internal workshops.

College & Community Engagement
The more faculty members are engaged at JC and in the community, the more knowledgeable and equipped they will be to connect with and encourage their students, both inside and outside the classroom.

• Participate in New Adjunct Orientation (required)
• Engage in other college and community events, such as convocations, committee work, Learning Day college announcement sessions, attending JC athletic events, helping with student recruitment, etc.

Step Four: REFLECT ON PROFESSIONAL DEVELOPMENT
As you work through your professional development plan, make sure to report and reflect on the professional development you engage in soon after you engage in it via the Adjunct Certification Process JetNet site. To receive certification credit, 2-3 main takeaways must be shared via the JetNet site for each professional development activity in which you participate.

6. When can adjunct faculty who have met Master Adjunct requirements be promoted to Master Adjunct status?
• There are two times during the year when Adjuncts who completed their Master certification requirements can be officially activated as Master Adjuncts:
  o To move to Master Adjunct status starting in the Fall, all requirements must be documented as being met by JUNE 15.
  o To move to Master Adjunct in the Winter, all requirements must be documented as being met by OCTOBER 15.

7. What does a Master Adjunct have to do to maintain Master Adjunct status?
• Once achieving Master Adjunct certification, Master Adjuncts have even more flexibility to tailor their own professional development plan in consultation with their mentor and/or other faculty colleagues. Individualized professional development plans should consist of the following:
  1. **Ten Hours of continued professional development:** Visit www.jccmi.edu/professionaldevelopment for listing of current offerings at JC. External professional development offerings may also be eligible to fulfill your ten hours. Contact the Director of Instructional Innovation to share details of the activity to confirm.
  2. **At least one set of reciprocal classroom observations:** Annually, each adjunct should participate in a reciprocal observation, whereby they observe a colleague and a colleague observes them. Visit the Adjunct Resources page to view the Reciprocal Classroom Observation guide, also available as an appendix of this document.

8. When is the deadline for when Master Adjuncts must complete their requirements to maintain Master status?
   • Master Adjuncts have one year to complete their requirements to maintain Master status through to the following year.
     o For example, those who completed Master requirements by June 15, 2017, and achieved Master status at the start of Fall 2017 are certified as Master for the Fall 2017, Winter 2018, and Spring 2018 semesters. They have until June 15, 2018, to meet requirements to maintain their Master status for the Fall 2018, Winter 2019, and Spring 2019 semesters.

9. How much time does an adjunct instructor have to complete certification?
   • An instructor at the Adjunct level has three years from date of hire to complete the certification requirements.
   • An instructor who has already achieved Master status has one year to complete the requirements to maintain Master status through to the following year.
     o It is important to note that adjuncts with Master Level status who do not complete all items above within their 12-month time frame will be returned to Adjunct status and lose Master Adjunct benefits. They will have six months to complete any remaining items of their Master Adjunct professional development plan in order to move back up to Master status by June 15 or October 15, whichever is sooner. If they do not complete remaining items in six months, they will remain at Adjunct status and must repeat any Adjunct level certification requirements that were completed more than three years ago. (The only exception is that they do not need to attend another New Adjunct Faculty Orientation.)

10. How will I know when professional activities are offered?
    • Visit www.jccmi.edu/professionaldevelopment to view all currently available offerings.
    • The Director of Instructional Innovation regularly sends out emails to adjuncts to notify faculty about professional development opportunities as well.

11. How can I monitor my certification process?
    • Each adjunct should record his or her professional development activities via the Adjunct Certification Process JetNet site at www.jccmi.edu/adjunctcertification. (New members: Enter the code “certification” to self-enroll.)
    • In addition, Master Adjuncts can look up their certification progress via eservices:
2. Click the first tab labeled “Log In” and log in with your JC network account username and password.
3. Click on “Employees” link.
4. Under Communication label, click on the “My Documents” link.

This page will list the certification activities you have completed and any remaining items you need to complete and by when. Eventually, adjuncts at the Adjunct level will be able to view their progress in the same way.

12. I still have a question about the certification process. Whom should I ask?
   - Kate Thirolf, JC’s interim Director of Innovative Instruction, welcomes your questions. You can reach her by email at thirolfkathryng@jccmi.edu or phone at 517-990-1436. You can also email JCAjunctSupport@jccmi.edu.