Chair Adjunct Requests

Traditional Program – Fall and Spring Terms Only (Rev. 10.15.2018)

Albright College tries to limit the use of adjunct instructors overall, but recognizes both the desirability and need for using contingent faculty in some circumstances. Chairs identify and hire candidates and should consult with Academic Affairs if a search is needed. Chairs should be proactive in establishing and maintaining a pool of qualified candidates and hire as early as possible before the semester in question. Adjunct hires should be made only when:

- *The candidate is qualified* – by credentials stipulated in the Handbook, by their experience, and, if returning to Albright, by satisfactory prior evaluation in this role (if no evaluation has yet been done, it must be done and submitted to Academic Affairs c/o Angela Fonte in the semester for which the hire is requested); and
- *The course is needed* and cannot be deferred to another semester, so that either a FT faculty member could teach it or so that enrollment may be increased, reducing the number of sections needed.
- Courses with adjuncts are expected to enroll at least to minimum numbers stipulated in the Handbook.

Please submit this form to Angela Fonte in Academic Affairs at the same time you submit your course schedules to the Registrar; *if you add adjuncts afterwards, please submit an additional form.*

1. Who is filling out this form? (name, department)

2. For which academic year and term is this request? (e.g., Fall 2018)

3. List all sections requiring adjuncts and the staffing status for each.

DEPT CODE	COURSE #	SECTION CODE	EXPECTED # SDTS	ADJUNCT NAME ("TBA" IF NOT KNOWN)	NEW OR RE-HIRE OR TBA	DATE LAST EVAL.	SEARCH NEEDED?