

Guidelines for English Faculty re: Professional Activities for Continued Eligibility

Since 2009, the adjunct faculty contract has contained the following provision:

To remain eligible as a part-time or adjunct faculty member, faculty members who have taught for 10 semesters, or any multiple thereof, must demonstrate professional development / content currency by submitting to the Vice President for Academic Affairs or designee(s) evidence of professional development activities / content currency relevant to the teaching assignment. Such evidence must be presented by July 1 of their tenth (10th) semester of teaching after notification. Eligible adjuncts will be notified of this requirement two (2) semesters in advance by the administration, during their eighth (8th) semester of teaching.

The contract does to some extent lay out what can be used as evidence to show that someone has met the criteria in the following list:

Evidence of continued eligibility includes but is not limited to:

- Completion of a graduate or undergraduate course relevant to the teaching assignment or participation in a professional development activity relevant to the teaching assignment.
- Participation in a professional development activity relevant to the teaching assignment.
- Publication of an article or book.
- Presentation or participation in a professional conference or workshop, including Oakton programs.
- Earned continuing education units.
- Earned licensure or certification.
- Preparation of a portfolio demonstrating professional development activities/ content currency.

The contract does not spell out how many activities a faculty member must show on his or her form, and it doesn't give much specific guidance in terms of what activities will be acceptable and what activities will not be acceptable. It is probably in everyone's interest not to spell out specific activities or a specific number of activities, but it still makes sense for the English Department to try to provide some guidance for faculty in terms of what to put on the form. So here are some guidelines for English Faculty:

Graduate or undergraduate courses relevant to the teaching assignment: Just about any graduate or undergraduate course offered to people in your field, or to Oakton faculty in general (like Spanish classes, for example) will be acceptable. If the course develops your knowledge in your specific field, regardless of your current teaching assignment, or if it develops cultural competence generally (like Spanish classes), it meets the criteria.

Professional development activities relevant to the teaching assignment: Just about any course, workshop, or seminar that is offered to faculty through the Center for Professional Development is acceptable—these are by definition not discipline specific, but apply to all disciplines. Courses in using new technologies are the best examples. Courses offered by other colleges for general faculty development are also likely to be acceptable. There are lots of discipline specific options, too: anything offered by a textbook publisher focused on a textbook or course that you teach is acceptable. Likewise, attendance at meetings or

conferences of any professional organization that you belong to by virtue of your academic field or teaching qualifies. In addition, please consider service on department committees or working groups related to teaching or assessment, attendance at English Department Orientation Week meetings, and classroom research (especially if the results are shared within the department).

All published books and articles are acceptable.

Continuing education units that are relevant to other employment in your field (for example, high school teaching) are likely to be acceptable.

Finally, a portfolio showing how you have changed or updated your pedagogy based on current theories of ideas in your field is also acceptable.

Note: The Adjunct Faculty contract states that faculty may be eligible for money to attend conferences and workshops. You should touch base with the Chair or Coordinator of your area to get his or her input before committing yourself, and you will have to fill out a request for reimbursement (before the event), which requires a Dean's signature. The contract stipulates that events in the Chicago area are given preference, and I have been told that the current likely reimbursement amount is \$125.00.

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