

<b>Email of person filling out this Initial Proposal *</b>	<a href="mailto:roy.wohl@washburn.edu">roy.wohl@washburn.edu</a>
<b>Title *</b>	Adjunct Training Program (ATP)
<b>Problem / Opportunity Statement *</b>	All WU academic units depend on Adjuncts to teach courses. Responsibilities and expectations, however, vary within and between units. The ATP will develop a comprehensive training program that results in a certificate of completion, demonstrating an Adjunct has sufficient knowledge of instructional responsibilities as well as WU policies and procedures.
<b>Select one quality initiative sub-theme. *</b>	Faculty Transitions
<b>Sub-theme description. *</b>	<p>Due to the part-time nature of the position, adjuncts have limited involvement in department affairs and can feel somewhat disconnected from the University. This can affect their understanding of University policies and procedures and result in a cadre of instructors with a similar job title, teaching a large percentage of classes each semester, but having very disparate technical skills and abilities. The ATP will create and provide a common training program for all WU adjuncts, result in a more unified and informed instructional unit. This program will cover areas such as: specific academic unit and departmental policies; accessing and using campus technology (e.g. Banner and ANGEL); understanding University policies and procedures (e.g. academic regulations and responsibilities and personal issues such as library access and other employee benefits). In addition, an Adjunct Council would be created to air grievances and provide a forum for discussing and disseminating information pertinent to this group. Each adjunct will also have the opportunity for continuing education, being allowed to enroll in one WU course per academic year, free of charge. This enrollment would require approval of their Department Chair, who would ensure the course further enhances that adjuncts ability to teach their course(s).</p>
<b>Benefits *</b>	<p>A training program of this kind has several advantages. 1. Better informed adjuncts, who understand their rights and responsibilities, will carry out their instructional duties with greater success and less chance of violating a rule or policy. 2. Interactions between adjuncts and students will become more effective as adjuncts will be better able to inform students of the correct policy or procedure and can serve as an informed mentor/advisor when necessary. 3. Their connection to WU will be strengthened and, through greater understanding of the University, they will be more likely to support the University's initiatives. 4. Overall adjunct morale will be enhanced as they will feel more appreciated and an integral part of the WU community, thus providing a value-added benefit for WU students. 5. Adjuncts can be here today and gone tomorrow. For departments with a large number of adjuncts due to insufficient full-time faculty staffing, this can wreak havoc on scheduling and long-term planning. Adjunct turnover may not be as great with a more structured and inclusive approach to their success.</p>
<b>Scope *</b>	This is covered in Benefits above.
<b>Any Additional Stake Holders? (please add them here)</b>	One would assume the entire WU administration and campus community, including the university's total sphere of influence, would benefit from this, so listing individual Stakeholders is difficult.
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**Any Additional Team Members? (please add them here with Name, Department / Unit, Email, Phone Extension)**

Not sure who would be interested at this time. If this proposal goes further, this can easily be determined.

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