

Information for potential adjunct instructors in the English Department:

Teaching opportunities and application procedures

The English Department often staffs some sections of ENG 101 (Composition) with adjunct instructors each semester; we also sometimes hire adjuncts in areas such as general-education literature, English for Academic Purposes, Creative Writing, and Technical Communication. To be eligible for an adjunct position, instructors must have at least an MA in English (or a closely related field). The Department Chair announces teaching opportunities through an e-mail list; please contact the chair if you wish to be added to that list.

If you're interested in a teaching opportunity announced through the e-mail list, please submit a current cv as well as a cover letter that speaks to your preparation and qualifications for the position. Applicants are encouraged to review the bulletin description and learning outcomes associated with the course, and to explain in their cover letters how their pedagogy helps students accomplish those outcomes. Since the Department seeks to hire instructors who are engaged in ongoing professional development, applicants are also encouraged to articulate how they use feedback, training, and other resources to improve their teaching. (Please see below for information about professional development opportunities through English at MSU.)

Many aspects of adjunct positions are governed by the IFO contract. In particular, note that adjunct salaries are set by Article 11 (section M) according to a formula that works out to approximately \$1426 per credit (in other words, the salary for a four-credit class is approximately \$5700).

Per MSU policy, adjuncts are limited to a TOTAL of 10 credits of teaching per academic year across all MnSCU institutions. Since almost all English classes are four credits, in practice this usually means that our adjuncts teach one course per semester; if, for example, an instructor taught a four credit class at MSU Mankato and also a four credit class at SMSU in a fall semester, then he/she would not be eligible for a four-credit class in spring at MSU.

Department procedures, expectations, and resources

- Instructors should hold four office hours (per four-credit class) per week; we do provide one shared office for adjuncts, though many instructors prefer to hold office hours in the CSU, etc.
- Instructors should use their mnsu.edu e-mail address when conducting work related to the University.
- Many instructors at MSU use the course management system called D2L, but the creation of a D2L page for each class is not automatic. Instructors who wish to use D2L to support their class must request that their class be added to D2L (this request can be made by logging into D2L using your StarID, then choosing "Add a Course" from the Course Tools menu on the right-hand side).

- If you need to be absent from class, please inform your students as soon as possible. Please also contact our administrative assistant so that a notice can be placed on your classroom door.
- Instructors must submit an electronic copy of their syllabus to the Department's administrative assistant by the end of the first week of the term, and they must submit an electronic copy of their gradebook to the Department's administrative assistant within a week after the end of the term.
- Instructors must conduct course evaluations.
- Instructors are encouraged to direct students to take advantage of resources like the [Writing Center](#), [Accessibility Resources](#), and the [Counseling Center](#).
- The Department budget allows for 15 pages of copying per student per semester (excluding syllabi and exams). Please see our administrative assistant for procedures relating to copy requests.
- Any issues relating to student behavior, including health/safety concerns, disruptive behavior, and cheating/plagiarism, should be reported to the Department Chair as soon as possible. Emergencies should be reported immediately to 911 or to Campus Security (389 2111).
- Please remember that student information is confidential; if you encounter a situation in which you are being asked to disclose student information, please consult with the Department Chair.
- It is very important that instructors submit final grades by the due date (typically the Thursday after the last day of the term). Missing grades can create problems for students on financial aid, and may also trigger probation/suspension. If you are unable to submit a final grade by the due date for ANY reason, please contact the Department Chair.
- In general, adjuncts should NOT issue grades of Incomplete or In Progress. If a situation arises in which that would be an appropriate grade, please consult with the Department Chair.

Professional development

- Instructors who present their work at conferences may apply for [supplemental professional development funding](#).
- The Department gives an Outstanding Adjunct Faculty Award each year to an adjunct faculty member who models a commitment to continued growth as a teacher.
- The Department provides opportunities for adjunct faculty to serve on some of its committees. Committee assignments are typically made at the beginning of each academic year; please contact the Department Chair for more information.
- The Department's Contingent Faculty committee is charged with advancing best practices in the English Department related to contingent faculty labor; as part of its mission, it conducts a teaching observation process. Adjunct instructors are encouraged to take advantage of this opportunity.