

Quality Adjunct Plan At - A - Glance

Revised 04.22.2009

QAP Component	Component Specificity	How will this requirement be met?	How often will this need to be done?	How long will I have to complete?	
Hiring					
Minimum Standards					
	Arts/Science Instruction	Master's Degree plus 12 graduate hours in each field of instruction OR	Proof of Degree via official transcripts	Once - during the hiring process	Completed before hired
		Professional Licensure (does not include Iowa Teaching License)	Proof of Licensure	Once - during the hiring process	Completed before hired
	Career/Technical Instruction	Baccalaureate or graduate degree in each field of instruction OR	Proof of Degree via official transcripts	Once - during the hiring process	Completed before hired
		6000 hours of recent/relevant work experience in field of instruction	"Work Experience" section in NIACC application	Once - during the hiring process	Completed before hired

QAP Component	Component Specificity	How will this requirement be met?	How often will this need to be done?	How long will I have to complete?
Professional Development <u>Part 1</u>				
Part 1: Minimum Competencies				
		1. Newly hired adjunct instructors will need to provide proof of course work via official transcripts OR	Once	Complete one of of the 3 given options within 2-years of hiring date
Instructional Planning		2. Completing Module 1: Unit 3 <i>The Instructional Environment</i> in Lens found at http://www.league.org/istreamsite/ (read materials and complete self-assessment & turn in to Evening Dean) OR		
		3. Additional course work at Regent, Private, or Online institutions; transcript of course work required		
		1. Newly hired adjunct instructors will need to provide proof of course work via official transcripts OR	Once	Complete one of of the 3 given options within 2-years of hiring date
Instructional Strategies		2. Completing Module 3: Unit 2 <i>Teaching Modality & Learning Strategies</i> in Lens found at http://www.league.org/istreamsite/ (read materials and complete self-assessment & turn in to Evening Dean) OR		
		3. Additional course work at Regent, Private, or Online institutions; transcript of course work required		
		1. Newly hired adjunct instructors will need to provide proof of course work via official transcripts OR	Once	Complete one of of the 3 given options within 2-years of hiring date
Assessment Diagnosis and Evaluation		2. Completing Module 5: Unit 1 <i>Assessment and Evaluation Matrix</i> in Lens found at http://www.league.org/istreamsite/ (read materials and write reflection piece concerning assessment/evaluation classroom implementation & turn in to Evening Dean) OR		
		3. Additional course work at Regent, Private or Online institutions; transcript of course work required		

QAP Component	Component Specificity	How will this requirement be met?	How often will this need to be done?	How long will I have to complete?
Professional Development <u>Parts 2 & 3</u>				
	Part 2: Orientation			
		<p>Newly hired adjunct instructors will complete a thirty-question online assessment via <i>Angel eLearning</i> (found at http://angel.niacc.edu/frames.aspx); you will need to use your NIACC id and password; utilize <i>Adjunct Instructor's Handbook</i> to successfully complete (may use online version or hard copy); a score of 90% or higher is passing</p>	Once	Completed within the first two semesters of hire
	Part 3: Mentoring			
	<p>Newly hired adjunct instructors will be assigned a veteran mentor; this requirement will be met through one-to-one meetings with mentor and/or attendance at adjunct dinners or divisional meetings</p>	During first year of instruction	Completed within the first two semesters of hire	

QAP Component	Component Specificity	How will this requirement be met?	How often will this need to be done?	How long will I have to complete?
Continued Professional Development (CPDP)				
Part 1: Content Expertise Specific to Discipline				
		1. Read journal article in field of instruction and submit written document concerning classroom application to Evening Dean OR	Annually	All adjunct instructors must complete <u>one of the four given options</u>
		2. Attend convention(s) in field of instruction and submit written document concerning classroom application to Evening Dean OR		
		3. Attend any professional development activities held during Staff Development Week that is specific to area of instruction OR		
		4. Successful completion of course work in field of instruction at Regent, Private or Online institutions; transcript of course work required		
Part 2: Teaching Methodology and Student Learning				
		1. Attendance at adjunct dinners held during Fall or Spring Staff Development Week OR	Annually	All adjunct instructors must complete <u>one of the five given options</u>
		2. Read journal article in field of instruction and submit written document concerning classroom application to Evening Dean OR		
		3. Attend convention(s) in field of instruction and submit written document concerning classroom application to Evening Dean OR		
		4. Any professional development activities held during Staff Development Week that is specific to area of instruction OR		
		5. Successful completion of course work at Regent, Private or Online institutions; transcript of course work required		