

TO: Chairs

CC: Courtney DeMayo Pugno, Vice President for Academic Affairs & Provost

FROM: Faculty Personnel Committee

Michele Castleman, Chair

Ryan Musgrave, Secretary

Justin Pruneski

Emily Isaacson

SUBJECT: Procedures for Observing Adjuncts

DATE: October 21, 2025

FPC is sharing this memo to clarify Section 2.6.4 of the *Faculty Manual* regarding the observation of instructors other than full-time faculty. Hereafter, we refer to these as adjuncts in this memo. FPC expects the following:

- Chairs will observe new adjuncts annually for the first two years.
 - In this case, “new” refers to being new to the institution.
- In the case of long-serving adjuncts:
 - Long-serving refers to four semesters of teaching at Heidelberg
 - When there are no issues or concerns raised, chairs will observe these adjuncts every other year.
- In the case of emeritus faculty who are serving as adjuncts, chairs will observe them at their discretion, with the occasional observation being encouraged.

- If a concern has been raised, the chair will meet with the adjunct to discuss issues that have been raised and then it is their discretion to do an additional observation.
- In the case of when a formal complaint has been made, the chair will observe this adjunct every semester until sufficient improvement has been demonstrated.