

CCCS Adjunct Instructor Task Force Report  
Executive Summary  
November 2014

Submitted to the State Board for Community Colleges and Occupational Education  
and  
Dr. Nancy J. McCallin, System President

The CCCS Adjunct Instructor Task Force, consisting of 15 members and convened by Dr. Linda S. Bowman, CCCS Vice President, convened in June 2104. The Task Force was charged to examine and consider the data provided by adjunct instructors throughout the Colorado Community College System, formally through the 2014 Survey of Adjunct Instructors, and through informal interactions, to examine best practices and trends, and to make recommendations for consideration by the System President, SBCCOE, and the College Presidents. The Task Force respectfully submits the following statement of beliefs and 10 recommendations.

We believe that we all share collective responsibility for student success; that we collaborate as partners in the learning process to ensure quality, rigor, and opportunity for all students to achieve their goals; and that we work together to design and deliver curriculum, teaching methods, and student support, creating an inclusive learning environment.

#### Recommendations

1. Provide opportunities for adjunct instructors to participate in curriculum development, department meetings, all-college meetings, and other areas of instruction as needed, such as advising. Develop compensation criteria for participation that is appropriate for each type of activity.
2. Increase access to, participation in, and compensation for professional development, including campus or System-based workshops and training, and off-campus seminars, workshops, or conferences
3. Develop mentor programs to assist adjunct instructors in navigating the colleges' systems and procedures, share knowledge of best practice for teaching and learning, and support adjunct instructors in undertaking new goals or challenges.
4. Establish recognition and appreciation activities that reward excellence in teaching and service. Extend employee discounts, free programs, services, and other perquisites to adjunct instructors.
5. Balance enrollment management and student needs by developing strategic scheduling, class assignments, and class cancellation processes that consider the impacts on adjunct instructors in terms of course preparation and work schedules. To encourage reasonable class cancellation deadlines and scheduling practices, we recommend a policy that adjunct instructors assigned to classes that are canceled within 14 calendar days of state date be paid 10% of the total course compensation.
6. Improve support and access to resources for adjunct instructors.

7. Design adjunct instructor advancement programs with teaching, student learning, and performance evaluation components.
8. Ensure the ability of CCCS colleges and CCCOnline to attract and retain the best adjunct instructors and deliver the best education to students. Raise the adjunct instructor pay level at each college by 28% by the academic year 2016-2017, in order to create a competitive scale for adjunct instructor compensation that considers compensation levels of other Colorado institutions of higher education that offer parallel educational opportunities.
9. Each CCCS college should annually increase its average instructor compensation by at least the same percentage as it increases the average salary for all other employee groups.
10. Provide the first paycheck to an adjunct instructor by the first possible pay date after the adjunct instructor's class has started.