

## Summary of “Best Practices ...”

### **Best Practices in Hiring**

- Committee decides on questions for interview (½ hour preparatory time for candidate)
- Committee scores resumes
- Presentation topics
- Projects done before interview
- Interdisciplinary screening committee members
- Presentation done to actual students, followed up by student input

To improve: attracting good candidates (where to advertise). Any ideas?

### **Best Practices in Faculty Orientation**

- Adjunct faculty orientation; first, all disciplines together, and then by department
- Monthly meeting for new faculty; workshops for new faculty
- Reduced load for new FT faculty
- Overload pay for mentoring
- Faculty Academy
- Lead Instructors – contact information
- Read “Crossroads” and report to others
- Construct lesson plan as a team to use when semester begins
- Frequent contact prior to beginning of term
- Give them pancakes (!)
- Pay adjuncts for professional development (e.g. during orientation)

### **Best Practices in Recognition and Celebration**

- Crunch Awards (not political)
- Pedagogy discussion at department meetings
- End of the year awards
- Food – for finals/ birthdays
- Parties
- Faculty of the year award
- Faculty of the year award for each division
- Awards from academic support student groups

### **Best Practices in Mentoring**

- Assign full-time faculty to new faculty
- Course captain serves as mentor
- Good listener
- Reduced load while being mentored
- Make resources available
- Collegial atmosphere
- Video tape their own lesson and evaluate

- Collaborate to write tests
- Frequent classroom observations, to build an atmosphere of professional development (not punitive)
- Focus groups of students conducted by someone other than instructor – gives feedback to instructor

### **Best Practices in Professional Development**

- Course-specific informal gatherings
- Technology and supplement training
- Math “retreats”
- Full-time faculty required attendance at conferences
- Approximately 82 hours/year required
- Evaluation
- Informal meetings to discuss various topics
- Counsel with people outside of our disciplines
- PhD program in Community College Leadership tuition reimbursement
- Salary increases for professional development