



UNIVERSITY OF CENTRAL FLORIDA

First Year Experience

P.O. Box 163240
Orlando, FL 32816-3240

Strategies for Student Success (SLS 1501) Freshman Seminar Program Adjunct Faculty Responsibilities and Obligations

Adjunct Faculty for the SLS 1501 Program play a critical role in assisting student's transition to the University of Central Florida (UCF) campus and facilitating the student success initiatives outlined by the SLS 1501 Program. The SLS 1501 course is a sustained partnership between Student Development and Enrollment Services (SDES) and The College of Education and Human Performance (CEDHP). **SLS 1501 Adjunct Faculty are supervised by the Academic Coordinator in the First Year Experience (Dr. Jamil D. Johnson, jamil.johnson@ucf.edu)**

Course Description:

SLS 1501 is a 3-credit hour elective letter grade course designed to assist students in transitioning to the University and collegiate life. In a small engaging classroom setting, the course helps students build a strong academic foundation by developing important life and study skills. Students also learn and apply critical thinking skills towards diversity and social justice issues, career-readiness and other topics that promote student success persistence through the first-year and beyond. Each section of SLS 1501 is assigned an Adjunct Faculty and Peer Mentor selected by SLS 1501 Program staff.

Per College of Education and Human Performance (CEDHP), requirements:

- Master's degree (or higher) in Educational Leadership with an emphasis (in coursework or thesis/dissertation title) in higher education qualifies an instructor of record to teach SLS 1501 by "degree alone."
- Otherwise, a master's, specialist, or doctoral degree in any field coupled with a minimum of one year of higher education experience in any of the following areas can also qualify an instructor of record to teach SLS 1501: Student Advising, Housing and Residence Life, Student Academic Support, Career Development, First Year Experience, Student Affairs
- UCF Doctoral Students are eligible to apply; however, the applicant needs to hold an additional assistantship on campus at least 10 or 20 hours per week. Non-College of Education Doctoral Students must meet the above requirements in section (a) or (b) to be eligible.
- Non-UCF Employees (i.e. Valencia or K-12 educators) may apply; however, must meet the above requirements in section (a) or (b). Please contact SLS 1501 Academic Coordinator if you need specific clarification.
- Non-Exempt UCF employees as determined by UCF Human Resources are ineligible to apply for the SLS 1501 Adjunct Faculty position.

Compensation: Master degree holders will earn a \$2,000 stipend and Doctoral degree holders will earn a \$2,500 stipend respectfully (minus taxes).

Division of Student Development and Enrollment Services

Phone: (407) 823-5105 • Fax: (407) 823-3847 • Web: <http://fye.sdes.ucf.edu/>

Classroom Instruction:

- Selected Adjuncts must attend all Faculty trainings/meetings for the semester assigned to teach. Understand the rigorous goals and objectives of the SLS 1501 first-year course.
- Attend all class section meeting times and provide quality instruction to a class of 30 to 35 students in accordance to the standardized student success curriculum defined by the SLS 1501 Program and CEDHP.
- Administer final exams on the day and time as designated by the official university exam schedule.
- Be comfortable using campus and classroom technology including UCF webcourses, and electronic resources that accompany the selected textbook.
- Emphasize to students that attendance is required and being absent will impact final grade.
- Begin class on time and hold the class at the time and location scheduled.
- Utilize active learning methods and use a variety of instructional strategies designed to assist the learner in meeting the objectives of the course.
- Evaluate student performance and conduct fair evaluations applied equally to all students.

Course Logistics

- Work closely with the SLS 1501 Academic Coordinator on identifying any students who may be at-risk and connect them to appropriate campus student success resources. Provide any student or classroom data by requested deadlines.
- Contact the SLS 1501 Academic Coordinator immediately should you become concerned about student behavior or performance in your class.
- Be prompt and accurate in the recording and reporting of student data including grading of assignments, entering grades in UCF webcourses, attendance, and submitting final grade.
- If a last minute emergency occurs, Adjunct will notify the SLS1 501 Academic Coordinator immediately.
- Per CEDHP policy:
 - Adjuncts do not have the authority to cancel a class without approval from the Academic Coordinator. Any anticipated dates where the Adjunct may not be in class should be provided in the application and/or discussed prior to the start of the semester.
 - Adjuncts do not have the authority to assign a substitute to cover for class without clearance from the SLS Coordinator.
- Any change of class meeting location must be discussed with SLS 1501 Academic Coordinator even if the location change is only for one class meeting. Most importantly, in case of an emergency, the SLS Coordinator and other university officials need to be able to locate you and your students as quickly as possible.
- Outside of required course presentations, guest presentations from campus offices must be kept to a minimum. Presentations must be an integral part of the lesson or discussion for that day. Presentations must be approved by the SLS 1501 Academic Coordinator and listed on your final syllabus.
- Hold required office hours for minimum of 2 hours each week and respond to student emails within 24 hours.
- Will meet with assigned Peer Mentor prior to the start of the semester and at least once per week during the semester. Peer Mentors are not Teaching Assistants, they are serving the student. Peer Mentor roles and responsibilities are discussed during training.

Other:

- Discuss with your primary supervisor how normal working hours will be satisfied when the teaching of SLS 1501 occurs during normal working office hours.
- **Please note that, if selected to serve as an SLS 1501 adjunct faculty member, failure to adhere to these outlined responsibilities and obligations may result in termination or the loss of eligibility to serve as an SLS 1501 adjunct faculty member in future terms.**

SLS 1501 Section Meeting Times Reference Sheet

Teaching Availability: You may select any combination of semesters and as many section meeting times you would be available to serve. Please be as flexible as possible. Final Adjunct selection and placement is based on availability. (R) = Thursday

Note: Per CEDHP requirements, individual sections of SLS 1501 must have an enrollment of 30 students in order to run for the respective semester. Selected Adjuncts will be updated on enrollment in their assigned section through the first week of class.

Summer B 2018:

- Mandatory Training Dates: Friday, April 20 or April 21, 2018 (if selected, you will choose one). **Veteran Adjuncts are required to attend the whole day due to the new textbook and standardized syllabus.**
- Mandatory Faculty Meeting: Monday, June 11, 2018

Note: SLS 1501 summer B classes meet Monday - Thursday for one hour and fifty minutes from June 25 - August 3, 2018. All SLS 1501 Final Exams will take place on Thursday, August 3, 2018. Final Grades must be submitted via MyUCF by Noon Wednesday, August 8, 2018.

8:00AM – 9:50AM	1:00PM – 2:50PM
9:00AM – 10:50AM	2:00PM – 3:50PM
10:00AM – 11:50AM	4:00PM – 5:50PM
11:00AM – 12:50PM	4:30PM – 6:20PM
12:00PM – 1:50PM	6:00PM – 7:50PM

Fall 2018:

- Mandatory Training Dates: Friday, June 15 or June 16, 2018 (if selected, you will choose one). **Veteran Adjuncts are required to attend the whole day due to the new textbook and standardized syllabus.**
- Mandatory Faculty Meeting: Monday, August 6, 2018

Note: Fall semester runs from August 20 - November 30, 2018. The Adjunct section final exam will occur any time between Monday, December 3 - December 8, 2018 based on the assigned UCF Final Exam schedule. Final Grades must be submitted via MyUCF by Noon, Wednesday, December 12, 2018.

MWF 10:30AM – 11:20AM	MW 10:30AM – 11:45AM	TR 10:00AM -11:15AM
MWF 11:30AM – 12:20PM	MW 11:30AM – 12:45PM	TR 10:30AM – 11:45AM
MWF 12:30PM – 1:20PM	MW 1:30PM – 2:45PM	TR 12:00PM – 1:15PM
	MW 4:30PM – 5:45PM	TR 1:30PM – 2:45PM
		TR 3:00PM – 4:15PM
		TR 4:30PM – 5:45PM

Spring 2018: Please note: Spring Adjuncts must previously have taught in summer B 2018 or fall 2018 to be considered for a Spring section.

Spring runs from January 7 - April 22, 2019. The Adjunct section final exam will occur any time between Wednesday, April 24 - April 30, 2019 based on the assigned UCF Final Exam schedule. Final Grades must be submitted via MyUCF by Noon, Friday, May 3, 2019.

MW 12:30PM – 1:45PM	TR 10:30AM – 11:15AM
MW 4:30PM – 5:45PM	TR 1:30PM – 2:45PM
	TR 4:30PM – 5:45PM