GENERAL INFORMATION FOR CONTINGENT FACULTY

1. **Workload.** An adjunct teaches up to 3 classes. These are usually composition courses (1010 and/or 1020). Occasionally, a sophomore literature class (2030) is available. FTTs teach 5 courses. Freshman courses have a maximum of 25 students per class. Sophomore classes have a maximum of 25. The English department is committed to keeping class sizes low and to keeping the total number of students for FTTs to 100.

2. **Pay Scale.** Level IV: $700 per credit hour (Adjunct Full Professor) Level III: $650 per credit hour (Adjunct Associate Professor) Level II: $600 per credit hour (Assistant Professor with Terminal M.A. or Earned Doctorate) Level I: $550 per credit hour (Adjunct Instructor). FTTs are salaried, according to the highest degree earned and years of teaching experience. FTT salaries were recently raised, according to a commitment made by the administration before the budget crisis. The English department is committed to equitable workloads and a living wage for contingent faculty.

3. **Textbooks.** See Regina Nelson in PH 324 to place your textbook order and collect your desk copies. Adjuncts and FTTs new to MTSU use the following default textbooks:

   1010  Bedford, *How to Write Anything with Readings, 2/e*
   1020  Graff, *They Say, I Say: The Moves that Matter in Academic Writing with Readings, 2/e*
   2030  Bedford, *The Bedford Introduction to Literature, 10/e*

Returning adjuncts or new hires who have taught at MTSU as GTAs should consult with the Director of Lower Division about their textbook selections. To ensure a certain amount of consistency, tenure-track, FTTs, and returning adjuncts choose from among an approved list of textbooks. You can browse these textbooks in 324.

Both 1010 and 1020 have substantial reading requirements. The results of the TBR mandated 1020 writing assessment show alarming deficiencies in our students’ abilities to write with a clear sense of purpose, to employ various writing strategies, and to manage responsibly a variety of secondary sources. Like other first-year writing programs across the country, we are addressing these problems by increasing our focus on critical reading and thinking skills.

4. **Office Space/Hours.** Part-time faculty share office space in AMG 118. Each desk has a notebook with a calendar. FTTs are assigned office space; sometimes, they share office space. Faculty should schedule at least 2 office hours per week per course. Office hours should be posted on your office door and included in your syllabus. The phone number for AMG 118 is 898-2588.

5. **Keys.** Keys for AMG 118 and keys to classrooms are available from Cindy Maguffee in PH 309.

6. **Office Supplies.** See Rachel Hancock in PH 323. She guards a closet full of goodies.

7. **Copying.** Xeroxing is done by student workers in PH 303. Request copies at least 24 hours before you need them. For last minute copying, please see the secretary assigned to you. We appreciate your efforts to plan ahead and to reduce paper use and number of copies.
8. **Mail.** You will have a mailbox in PH 303. (The English department campus address is Box 70.)

9. **Email.** You will be added to engl-fac-l, the English Department’s listserve. This list is a formal and informal means of communication for all English faculty members. You *must* have a faculty email address in order to be on the listserve. If you are not receiving emails from this listserve, please see Debbie Flanigan in PH 316. Please check your email account regularly.

10. **Parking, Library, and Recreation Center.** Part-time instructors are entitled to “staff” parking permits (at no charge), post office and library privileges. You are also entitled to membership at the Rec Center: single membership is $25 for 4 months; family membership is $115.

11. **Illness/Class cancellation.** Instructors are expected to meet all their classes for the duration of the class period and for the entire semester. No more than one week of composition classes should be cancelled for individual conferences. If you are too ill to teach your class, please contact the Lower Division office (Regina Nelson: 898-2579) and Cindy Maguffee (898-2573) so that we can post a notice outside your classrooms. If you know in advance that you will miss a class session, please arrange for another faculty member to substitute or for an out-of-class assignment.

12. **Record Keeping.** Please keep student papers and other written work for at least 40 working days after final grades are due in case of questions or grade appeals. If you are teaching 1020 in the spring, you *must* submit copies of your students’ longest research essay for the TBR mandated writing assessment.