ADJUNCT FACULTY ORIENTATION SURVEY

Fall 2011 – Fall 2015 Analysis

Each semester, Trinity Washington University delivers orientation for new and returning adjunct faculty. The objectives of the orientation are to welcome adjuncts to the Trinity family, to provide critical information, to socialize the faculty to Trinity’s policies, procedures, expectations and faculty life, and to ensure that all academic departments extend assistance and support. Three key factors determine orientation success:

* Do adjuncts understand Trinity’s policies and procedures?
* Are adjuncts connected with collegiate unit peers and key staff/administrators?
* Are adjuncts able to engage in effective instructional design, and do they have access to necessary teaching materials?

The Office of Academic Affairs works closely with Human Resources and Information Technology to ensure a comprehensive and meaningful orientation program is delivered. For the current assessment period, Academic Affairs electronically distributed feedback surveys through a post-event *Survey-Monkey* link (emailed to adjunct faculty who participated - see appendix for survey items). Participants were asked to rate their satisfaction with various components of the session on a 5- point scale (5-Outstanding to 1- Unsatisfactory). Please note that in some cases, Academic Affairs delivered paper surveys immediately following orientation. Adjuncts’ level of participation in orientation has decreased overall during this period, as illustrated in Table 1.

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| **Table 1. Adjunct Faculty Orientation Attendance: Fall to Fall** |  |
| Fall to Fall Comparison | Total New Hired | Total Returned | Total Hired | Total Attended Orientation | Percent Attended (All Hires) |
| Fall 2011 | 57 | 130 | 187 | 127 | 68% |
| Fall 2012 | 57 | 145 | 202 | 141 | 70% |
| Fall 2013 | 48 | 168 | 216 | 138 | 64% |
| Fall 2014 | 49 | 166 | 215 | 101 | 47% |
| Fall 2015 | 26 | 139 | 165 | 90 | 54% |
| Total Hired Fall 2011-Fall 2015 | 237 | 748 | 985 | 597 | 60% |

Academic Affairs believes the decrease in attendance is related to a change in orientation format: the Office reconfigured the format from a one day 8-hour session on Saturdays to a 3-hour evening session during the week, as a result of feedback received from adjuncts regarding the time commitment. Although adjuncts attended at least a part of the longer session, many adjuncts expressed that the orientation was too long. Adjuncts also reported that they did not find components of the orientation to be valuable; they rated most favorably the time spent in their collegiate unit meetings. In response to that feedback, the overall orientation time length was decreased and more time was allotted to collegiate unit meetings during the fall 2015 orientation session. In fact, fall 2015 saw an uptick in attendance which hopefully precedes a reverse to the trend. Additionally, changes to the orientation topics, scheduling, and materials are implemented in response to feedback from the previous years. Orientation session activities rated as most useful for adjunct faculty were (in order of importance) were 1) Collegiate Unit Meetings; 2) “Moodle 101” Training (Trinity’s Learning Management System); 3) Teaching Strategies 4) Human Resources Essentials; and 5) Trinity’s Academic Honesty Policy. Additional topics covered in orientation have included classroom management, presentations on disability support services, preventing harassment, and teaching at Trinity – adjunct faculty 101. Appendix 1 displays topics that have been covered during the orientation from fall 2011 to fall 2015, and the adjunct faculty satisfaction ratings of those topics.

The Office of Academic Affairs will continue to collect feedback from adjunct faculty surveys each semester to guide the design of future orientations. In addition, the Office is designing more on-line instructional modules which will be available through the adjunct faculty resource page to provide just-in-time, asynchronous support through self-paced tutorial instruction to ensure that all adjuncts have the ability to orient to Trinity’s policies and practices wherever they are, and whenever they need it. Currently, the Office of Instructional Technology is completing a self-paced tutorial on Accommodating Students with Disabilities.

Appendix 1

Adjunct Orientation Survey Responses

Fall 2011 to Fall 2015

|  |  |  |
| --- | --- | --- |
|  | **FALL 2011****129 Attended Orientation** | **SPRING 2012****130 Attended Orientation** |
| 1st Adjunct Orientation? | **Yes** | **No** | **Yes** | **No** |
| 23 | 38 | 14 | 32 |
| Terms at Trinity? | **0-1** | **2-3** | **4-5** | **5+** | **0-1** | **2-3** | **4-5** | **5+** |
| 25 | 12 | 5 | 19 | 21 | 3 | 6 | 16 |
| Rating of Orientation’s organization & structure? | **Excellent** | **Good** | **Average** | **Needs Improvement** | **Excellent** | **Good** | **Average** | **Needs Improvement** |
| 36 | 21 | 2 | 2 | 19 | 18 | 5 | 4 |
| Satisfaction with… | **Out-standing** | **Above Average** | **Satis-factory** | **Marginal** | **Unsatis-factory** | **Did Not Attend** | **Out-standing** | **Above Average** | **Satis-factory** | **Marginal** | **Unsatis-factory** | **Did Not Attend** |
| Welcome & Registration | 33 | 16 | 8 | 1 | 0 | 0 | 22 | 16 | 7 | 1 | 0 | 1 |
| ID Badges & Parking | 32 | 22 | 5 | 1 | 0 | 0 | 23 | 15 | 5 | 2 | 0 | 1 |
| Adjunct Meeting Schedule | 27 | 23 | 7 | 2 | 0 | 0 | – | – | – | – | – | – |
| Keynote Address | 31 | 19 | 9 | 0 | 0 | 0 | – | – | – | – | – | – |
| Classroom Management Discussion | 26 | 19 | 10 | 1 | 0 | 0 | – | – | – | – | – | – |
| Moodle 101 | 13 | 11 | 8 | 3 | 0 | 0 | – | – | – | – | – | – |
| Disability Support Services Presentation | 14 | 16 | 11 | 2 | 0 | 0 | – | – | – | – | – | – |
| Preventing Harassment & Other HR Essentials | 18 | 21 | 8 | 0 | 0 | 0 | 6 | 6 | 11 | 3 | 0 | 20 |
| Teaching at Trinity—Adjunct Faculty 101 | – | – | – | – | – | – | 17 | 10 | 10 | 5 | 0 | 4 |
| Broadening Your Technology Tool Kit | – | – | – | – | – | – | 16 | 6 | 12 | 4 | 2 | 6 |
| Moodle 1.0: Navigation, File & Grade Management | – | – | – | – | – | – | 9 | 10 | 7 | 4 | 0 | 16 |
| Moodle 2.0: Tools for Collaboration & Assessment | – | – | – | – | – | – | 9 | 5 | 10 | 7 | 0 | 15 |
| Moodle Open Lab: Community of Learners | – | – | – | – | – | – | 4 | 3 | 6 | 3 | 1 | 29 |
| New Adjuncts: Which of these activities did you feel was the most useful to you as a new adjunct professor? | **Moodle 101** | **Disability Support Services** | **Classroom Manage-ment Session** | **Campus Tour** | **Preventing Harassment & HR Essentials** | **Teaching at Trinity—Adjunct Faculty 101** | **Broadening Your Technology Toolkit** | **Preventing Harassment & HR Essentials** | **Lunch & Learn: Academic Honesty** | **Moodle Training Sessions** |
| 16 | 1 | 5 | 2 | 1 | 11 | 9 | 2 | 6 | 18 |
| Did the **Lunch & Learn** discussion improve your knowledge and ability to address academic honesty? | – | **Yes** | **No** | **Unsure** | **N/A** |
| 28 | 7 | 7 | 2 |
| Overall impression of meeting? | **Excellent** | **Good** | **Average** | **Needs Improvement** | **Excellent** | **Good** | **Average** | **Needs Improvement** |
| 34 | 22 | 4 | 1 | 15 | 19 | 6 | 6 |

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| What other topics would you be interested in learning about as part of your professional development at Trinity?  | What training material or questions would you like to see answered at the next Collegiate Unit Meeting?  | What improvements would enhance your experience at the next Adjunct Faculty Meeting?  |
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| **Total Responses:** | **21** | **Total Responses:** | **19** | **Total Responses:** | **30** |
| Technology/Moodle: | 8 | Technology/Moodle | 8 | Shorter/Split new vs. returning adjuncts | 16 |
| Classroom management | 3 |  | More info provided | 6 |
|  |  | More technology/Moodle | 4 |
|  |  | Programming to create an adjunct community | 2 |

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|  | **RETURNING, 8/9/12** | **NEW, 8/11/12** |
| New or Returning? | **New** | **Returning** | **New** | **Returning** |
| 3 | 39 | 16 | 2 |
| 1st Adjunct Orientation? | **Yes** | **No** | **Yes** | **No** |
| 7 | 35 | 16 | 2 |
| Terms at Trinity? | **0-1** | **2-3** | **4-5** | **5+** | **0-1** | **2-3** | **4-5** | **5+** |
| 9 | 9 | 3 | 21 | 17 | 0 | 1 | 0 |
| Collegiate Unit? | **CAS** | **EDU** | **NHP** | **SPS** | **CAS** | **EDU** | **NHP** | **SPS** |
| 15 | 6 | 2 | 24 | 7 | 4 | 4 | 5 |
| Rating of Orientation’s organization & structure? | **Excellent** | **Good** | **Average** | **Fair** | **Poor** | **Excellent** | **Good** | **Average** | **Fair** | **Poor** |
| 22 | 20 | 0 | 0 | 0 | 7 | 10 | 1 | 0 | 0 |
| Satisfaction with… | **Out-standing** | **Above Average** | **Average** | **Below Average** | **Poor** | **Did Not Attend** | **Out-standing** | **Above Average** | **Average** | **Below Average** | **Poor** | **Did Not Attend** |
| Welcome & Registration | 25 | 13 | 4 | 0 | 0 | 0 | 5 | 6 | 7 | 0 | 0 | 0 |
| Campus Tour | – | – | – | – | – | – | 4 | 6 | 3 | 0 | 1 | 4 |
| A Different Kind of Gold, The Best Kind of Standard | 16 | 21 | 3 | 0 | 0 | 2 | 7 | 8 | 2 | 1 | 0 | 0 |
| Broadening Your Technology Tool Kit | – | – | – | – | – | – | 5 | 4 | 7 | 0 | 0 | 2 |
| Preventing Harrassment & Other HR Essentials | 11 | 12 | 7 | 0 | 0 | 12 | 4 | 9 | 5 | 0 | 0 | 0 |
| Coming Attraction: Moodle 2.2 | 8 | 15 | 6 | 0 | 0 | 13 | – | – | – | – | – | – |
| Moodle Basics | – | – | – | – | – | – | 4 | 6 | 6 | 0 | 0 | 2 |
| Collegiate Unit Meeting | 18 | 21 | 3 | 0 | 0 | 0 | 8 | 6 | 3 | 1 | 0 | 0 |
| Which of these activities did you feel was the most useful to you as an adjunct professor? | **A Different Kind of Gold, The Best Kind of Standard** | **Preventing Harassment & Other HR Essentials** | **Moodle 2.2** | **Collegiate Unit Meeting** | **A Different Kind of Gold, The Best Kind of Standard** | **Broadening Your Technology Tool Kit** | **Preventing Harassment & Other HR Essentials** | **Moodle Basics** | **Collegiate Unit Meeting** |
| 1 | 2 | 7 | 35 | 2 | 0 | 0 | 4 | 12 |
| What is your level of confidence on using classroom technology AFTER attending the Broadening Your Technology Tool Kit? | – | – | – | – | **Confident** | **Somewhat Confident** | **Not Confident** | **N/A** |
| – | – | – | – | 5 | 7 | 3 | 3 |
| What was your overall impression of the Fall 2012 Adjunct Faculty Orientation?  | **Excellent** | **Good** | **Average** | **Fair** | **Poor** | **Excellent** | **Good** | **Average** | **Average** | **Poor** |
| 17 | 24 | 1 | 0 | 0 | 6 | 10 | 2 | 0 | 0 |
| How did you learn about the Fall 2012 Adjunct Faculty Orientation? | **Academic Affairs** | **Trinity's Website** | **Collegiate Dean** | **Human Resources Office** | **Program Director** | **Word of Mouth** | **Academic Affairs** | **Trinity's Website** | **Collegiate Dean** | **Human Resources Office** | **Program Director** | **Word of Mouth** |
| 37 | 6 | 8 | 3 | 7 | 2 | 10 | 5 | 2 | 3 | 4 | 1 |

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| **What other topics would you be interested in learning about as part of your professional development at Trinity?**  | **What training material or questions would you like to see presented and/or answered at the next Collegiate Unit Meeting?**  | **What improvements would enhance your experience at the next adjunct faculty orientation?** |
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| More Technology/Moodle | 7 | More Technology/Moodle | 4 | PA System Upgrade | 3 |
| Pedagogy | 4 | Pedagogy/Syllabi | 6 | Security Line: Faster | 10 |
| Assessment | 3 | Policies | 3 | More Breaks/Shorter Sessions (New Adjunct Orientation) | 9 |
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|  | **FALL 2013****138 Attended Orientation** | **SPRING 2014** |
| 1st Adjunct Orientation? | **Yes** | **No** | **Yes** | **No** |
| 24 | 55 |  |  |
| Terms at Trinity? | **0-1** | **2-3** | **4-5** | **5+** | **0-1** | **2-3** | **4-5** | **5+** |
| 31 | 7 | 8 | 33 |  |  |  |  |
| Rating of Orientation’s organization & structure? | **Excellent** | **Good** | **Average** | **Needs Improvement** | **Excellent** | **Good** | **Average** | **Needs Improvement** |
| 24 | 46 | 8 | 2 |  |  |  |  |
| Satisfaction with… | **Out-standing** | **Above Average** | **Satis-factory** | **Marginal** | **Unsatis-factory** | **Did Not Attend** | **Out-standing** | **Above Average** | **Satis-factory** | **Marginal** | **Unsatis-factory** | **Did Not Attend** |
| Welcome and Registration | 29 | 34 | 14 | 1 |  | 1 |  |  |  |  |  |  |
| Moodle Basics | 3 | 10 | 3 | 2 |  | 6 |  |  |  |  |  |  |
| Moodle Refresher | 4 | 2 | 16 | 3 | 6 | 1 |  |  |  |  |  |  |
| Preventing Harassment & Other HR Essentials | 12 | 11 | 26 | 6 | 19 | 2 |  |  |  |  |  |  |
| Provost Welcome/General Assembly | 15 | 11 | 6 | 3 | 20 |  |  |  |  |  |  |  |
| Collegiate Unit | 32 | 34 | 10 |  |  | 2 |  |  |  |  |  |  |
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| New Adjuncts: Which of these activities did you feel was the most useful to you as a new adjunct professor? | **Moodle Training** | **Assessment Workshop** | **Preventing Harassment & HR**  | **General Assembly**  | **Collegiate Unit Meeting** | **Moodle Training** | **Assessment Workshop** | **Preventing Harassment & HR**  | **General Assembly**  | **DSS**  | **Techniques for Teaching** | **Collegiate Unit Meeting** |
| 12 |  | 12 | 14 | 52 |  |  |  |  |  |  |  |
| Overall impression of meeting? | **Excellent** | **Good** | **Average** | **Needs Improvement** | **Excellent** | **Good** | **Average** | **Needs Improvement** |  |  |
| 22 | 44 | 9 | 2 |  |  |  |  |  |  |

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| What other topics would you be interested in learning about as part of your professional development at Trinity?  | What training material or questions would you like to see answered at the next Collegiate Unit Meeting?  | What improvements would enhance your experience at the next Adjunct Faculty Meeting?  |
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| **Total Responses:**  | **71** | **Total Responses:** | **67** | **Total Responses:** |  |
| **Common Responses:** | **Common Responses:** | **Common Responses:** |
| Moodle/IT Applications | Smartboard Technology | Shorter Orientation |
| Effective Student Engagement | Best Teaching Practices | Experienced Instructor Panel Q&A |
| Collaborative Grading | Assessment Plans | Workshops on Teaching and Reading Methods |
| Library Resources |  | Tenure Faculty Mentorship |
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|  | **FALL 2014** **101 Attended Orientation** | **SPRING 2015****100 Attended Orientation** |
| 1st Adjunct Orientation? | **Yes** | **No** | **Yes** | **No** |
| 20 | 22 | 2 | 13 |
| Terms at Trinity? | **0-1** | **2-3** | **4-5** | **5+** | **0-1** | **2-3** | **4-5** | **5+** |
| 22 | 9 | 1 | 10 | 7 | 2 | 1 | 5 |
| Rating of Orientation’s organization & structure? | **Excellent** | **Good** | **Average** | **Needs Improvement** | **Excellent** | **Good** | **Average** | **Needs Improvement** |
| 15 | 19 | 6 | 2 | 5 | 7 | 3 | 4 |
| Satisfaction with… | **Out-standing** | **Above Average** | **Satis-factory** | **Marginal** | **Unsatis-factory** | **Did Not Attend** | **Out-standing** | **Above Average** | **Satis-factory** | **Marginal** | **Unsatis-factory** | **Did Not Attend** |
| Welcome & Registration | 11 | 4 | 15 | 2 | 7 | 0 | 4 | 4 | 6 | 0 | 0 | 1 |
| Moodle Basics | 12 | 2 | 4 | 0 | 8 | 4 | 2 | 0 | 0 | 0 | 0 | 13 |
| Moodle Time Saving Tips | 3 | 4 | 4 | 0 | 1 | 1 | 2 | 1 | 2 | 0 | 0 | 10 |
| Keynote Address/General Assembly | 3 | 2 | 9 | 4 | 10 | 0 | 3 | 6 | 6 | 0 | 0 | 0 |
| Preventing Harassment & Other HR Essentials | 7 | 3 | 8 | 1 | 9 | 1 | 3 | 0 | 3 | 0 | 0 | 9 |
| Collegiate Unit Meeting | 14 | 17 | 6 | 1 | 1 | 3 | 6 | 4 | 4 | 1 | 0 | 0 |
| Assessment Tools and Practice | - | - | - | - | - | - | 4 | 1 | 1 | 1 | 0 | 8 |
| Techniques for Teaching Your Practice | - | - | - | - | - | - | 6 | 2 | 5 | 1 | 1 | 0 |
| Disability Support Presentation | - | - | - | - | - | - | 4 | 5 | 6 | 0 | 0 | 0 |
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| New Adjuncts: Which of these activities did you feel was the most useful to you as a new adjunct professor? | **Moodle Training** | **Assessment Workshop** | **Preventing Harassment & HR**  | **General Assembly**  | **Collegiate Unit Meeting** | **Moodle Training** | **Assessment Workshop** | **Preventing Harassment & HR**  | **General Assembly**  | **DSS**  | **Techniques for Teaching** | **Collegiate Unit Meeting** |
| 20 |  | 9 | 17 | 27 | 1 | 1 | 0 | 1 | 2 | 6 | 13 |
| Overall impression of meeting? | **Excellent** | **Good** | **Average** | **Needs Improvement** | **Excellent** | **Good** | **Average** | **Needs Improvement** |  |  |
| 15 | 16 | 9 | 2 | 5 | 3 | 5 | 2 |  |  |

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| What other topics would you be interested in learning about as part of your professional development at Trinity?  | What training material or questions would you like to see answered at the next Collegiate Unit Meeting?  | What improvements would enhance your experience at the next Adjunct Faculty Meeting?  |
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| **Total Responses:** | **13** | **Total Responses:** | **12** | **Total Responses:** | **22** |
| **Common Responses:** | **Common Responses:** | **Common Responses:** |
| Webex Lectures | Admission Selection Process | Shorter Orientation |
| Networking | Didactic Instruction Guide | Getting HR Paperwork Earlier |
| Moodle Training | Online Instruction | Longer Moodle Sessions |
| Tips on Educational Resources | Moodle |  |
| Student Mental Health | Feedback from Advisors |  |
| Assessment Tools | Excused Absences |  |
|  | Stimulating Classroom Discussions |  |
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