**ADJUNCT RESPONSIBILITIES AND REQUIREMENTS**

As a UW Oshkosh CAPP Adjunct, it is expected that you agree to the following responsibilities and requirements including, but not limited to, as explained in the CAPP Adjunct Handbook to:

• Teach the UW Oshkosh course

• Develop an appropriate syllabus

• Uphold UW Oshkosh and CAPP policies and procedures in the classroom

• Participate in annual CAPP Spring Workshop professional development

• Participate in annual discipline-specific professional development to stay current in my field

• Comply with liaison requests to send syllabus, course materials, set up site visits, exams etc. to be reviewed

• Stay in contact with liaison and CAPP office by responding to email and phone messages promptly

• Use TitanWeb to check class rosters for correctness before registration and drop deadlines • Submit grades within 5 days of the end of the course on TitanWeb

• Cooperate with CAPP office for administrative business and enforce registration and withdrawal deadlines

• Administer student course evaluations

• Advise students about taking the course and necessary paperwork for registration and requesting transcripts

I understand that failure to comply with these responsibilities and requirements can result in the loss of CAPP adjunct status and discontinuation of offering UW Oshkosh courses.

**ADJUNCT NON-COMPLIANCE**

CAPP adjuncts are considered in non-compliance of CAPP and University policies for any of the following reasons:

• fail to complete yearly content-specific professional development

• have consecutive poor site visit and evaluations from liaison and have made no attempts to improve

• are not teaching the content or curriculum required of the University course

• failure to complete all necessary administrative duties for CAPP

• failure to communicate honestly, openly, and regularly with CAPP liaison or CAPP Office

• misconduct with students

• or for other circumstances as determined by the CAPP Director and Dean of College of Letters and Science.

CAPP adjuncts found in non-compliance after discussion with the CAPP Office and liaison will be given a probationary year or discontinued, depending on the actions that resulted in noncompliance. As dictated by the situation, necessary communication and actions will be taken with the teacher and high school administrators.