

## Resources Provided to Adjunct Instructors

WashU Olin is committed to supporting its Adjunct Instructors. To best facilitate your success in the classroom, Olin offers Adjunct Instructors the following resources:

- Teaching Support and Professional Development. The Center for Teaching and Learning offers a wide range of resources to enhance the quality (and efficiency) of delivering university classes.
- Access to Office Space on Campus. Adjunct Instructors are provided access to quiet office space in Olin's faculty suites. These offices are "hoteling spaces" where Adjunct Instructors can prepare courses, grade assignments, and meet with students.
- Administrative Assistance. Adjunct Instructors are assigned an administrative assistant through Olin's Faculty Support function. This assistant can support wide-range of tasks related to teaching. This includes aiding with WashU's Learning Management System (i.e.,Canvas), preparing copies, and assisting with room reservations.
- Office Supplies and Resources. Adjunct Instructors can access office supplies and resources (e.g., paper, pens, stapling, copying, etc.) through their administrative assistant.
- In-Class Media and Technology Support. Olin provides high quality media and technology support for its classroom systems. This includes podium technology, projectors, audio, and setup of a hybrid classroom (e.g., Zoom in the room).

## Resources Not Provided to Adjunct Instructors

In the interest of communicating clearly, the following resources are not provided to Adjunct Instructors (as with our full-time faculty). Adjunct Instructors will not be reimbursed for any expenses.

- Parking permits and/or payments. None of Olin's instructors or staff—whether full-time or part-time—receive remuneration for expenses related to travel to campus and/or parking.
- Gifts and/or payments for any guest speaker honoraria or expenses. Instructors sometimes desire guest speakers in their classes to enhance student learning. We encourage this and have found that most speakers enthusiastically lend their time to student learning without payments. Accordingly, we do not offer payments for guest speakers. For out-of-town speakers, we recommend bringing the guest into the classroom virtually.
- Payments for meals, classroom snacks/food, and/or social events with students. WashU Olin hosts many open and program-specific social events to bring together students, staff, and faculty. We would welcome your—as well as your speakers'—attendance and participation in these school-scheduled events. We cannot, however, provide remuneration for other events (e.g., lunch or dinner with speaker) or food (e.g., snacks for students in the classroom).
- Supplementary Office Supply Expenses. WashU Olin provides ample office resources through its administrative support function. We do not provide remuneration for additional office supplies (e.g., home printing, external copying) outside of those already available.