Sample Reference Questions for Adjunct Faculty

Reference calls will typically be more productive if you call the reference in advance to schedule a specific time to call back for the required about of time. Reference calls will typically range from 15 to 30 minutes in length, and include six to ten questions.

1. How long have you known ­ , and in what capacity?
2. How would you describe this individual’s work performance?
3. **This position requires the individual to meet all scheduled classes, to maintain regular office hours, and to be attentive to student needs and university requirements, how would you describe the candidate's reliability, dependability, integrity, and attention to detail?**
4. This position primarily involves teaching college level courses at an institution with a large number of first-generation students, can you speak to the candidate’s abilities in this area?
5. How would you characterize 's strengths and weaknesses as faculty?
6. Have you had the opportunity to observe candidate’s classroom teaching? If so, can you describe your observations of their performance?
7. Have you ever received any concerns about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ performance, if so what was the nature of the concerns?
8. What experience does candidate offer that demonstrates the potential to be an effective adjunct faculty?
9. We pride ourselves on being a student-centered university. Please describe the experiences you’ve had which demonstrate candidate’s compatibility with this guiding philosophy.
10. As a university community, we are strongly committed to diversity. What is your assessment of candidate’s potential in working on diversity issues?
11. Effective communication with students, department personnel and administrators is essential to the success of our faculty. Can you describe candidate’s communication skills?
12. We need someone who is self-motivated and able to work independently and able to work with little or no supervision. Do they have these skill sets?
13. How would you describe their demeanor and ability to handle stressful situations?
14. Can you describe the candidate’s interactions with students and other staff? Did students or other staff ever experience difficulty in their interactions with the candidate? If so, can you describe. Was the individual a good communicator and listener?
15. We want to ensure that the candidate we select is successful at Eastern Washington University, is there anything else about this candidate that you would like to convey to the Search Committee?
16. **Would you hire or maintain this candidate in your organization?**
17. **Would you recommend this candidate for a position as an adjunct faculty?**