

## Approved Policy on Appointment and Promotion of Adjunct Faculty

### *Perspective*

The School of Education recognizes the importance of scholarly practitioners to research and to mentoring and educating undergraduate and graduate students. They can make important contributions to the long term effectiveness of departments and program areas in the School. Often these adjunct faculty serve with minimal or no remuneration. To this end, the School provides for the recognition of continuous and sustained contributions to its academic programs by adjunct faculty members. When an adjunct faculty member has a sustained record of involvement and support within a program or department, the School of Education will consider a recommendation from the department for the appointment and/or promotion of an adjunct faculty member.

The School recognizes that the activities of adjunct faculty members being considered for appointment or promotion will seldom resemble those of tenure-track faculty members being considered for tenure and/or promotion. Adjunct faculty members are likely to have distinguished themselves in their chosen professional careers; they have had the opportunity to make contributions to the relevant department or program in teaching, service, and research only to the extent that specific needs of the program or department allow. In making appointments and promotions of adjunct faculty members, the School and University make no commitments similar to tenure or guarantees of teaching and other forms of service in future years. The designation is entirely honorific.

### *Criteria and Procedures for Initial Appointment as Adjunct Assistant Professor*

- (1) Adjunct faculty members are eligible for formal appointment to the position of adjunct assistant professor if they (a) have served within a program area or department for a minimum of three consecutive years and (b) have made definable and positive contributions in service, teaching, or research to the program area, department, or the broader academic field(s) represented within the program or department.
- (2) After an adjunct faculty member serves for three years, the department or program area chair will consult with relevant tenure track faculty to determine if they wish to support the faculty member for a formal adjunct appointment. If the tenure track faculty are supportive, the chair will contact the faculty member to see if s/he is interested in a formal appointment. If the candidate is interested in a formal appointment, the department chair will ask for a formal vote from departmental faculty. If the vote is positive, the name of the candidate will be forwarded to the Dean of the School of Education, who will make the final decision about an appointment.

### *Criteria for Promotion to Adjunct Associate Professor*

The cases for promotion of assistant adjunct professors will not be compared with those of tenure track faculty being considered for promotion and/or tenure. Rather, candidates for promotion must meet at least one of the following criteria:

Teaching. Several continuous years of teaching of undergraduate or graduate courses with positive evaluations. Evidence includes student course evaluations and letters solicited from students or colleagues.

Service. Several continuous years of satisfactory service in such areas as advising graduate students, serving on dissertations or graduate program committees, supervising interns, or serving as ongoing contributor to other important functions within a program or department. Evidence includes letters solicited from students, colleagues, or both.

Research. Several continuous years of satisfactory research or mentoring the research of undergraduate or graduate students in areas relevant to the program or department. Evidence includes publication in relevant journals and letters solicited from other scholars in the field of research and, if appropriate, from students.

### ***Procedures for Promotion to Adjunct Associate Professor***

- (1) Each spring, the appropriate program area or department chair will determine whether any currently serving adjunct assistant professor is potentially eligible for promotion. If so, the chair will inform the adjunct faculty member that s/he may be considered for promotion. If the faculty member wishes to apply for promotion, s/he will prepare a dossier. Full candidate's statements are not required. The dossier should consist of relevant course syllabi, teaching evaluations, research articles and papers, and other documentation appropriate to the candidate's contributions to the program or department.
- (2) The department chair and the Dean's office will solicit appropriate internal and external letters of support for the candidate. The nature of the letters and the number of internal and external letters will vary according to the nature of the case. For example, letters for candidates who are being considered on the basis of teaching or service may primarily be internal letters or letters from appropriate external practitioners.
- (3) When a separate program area exists within a larger department, tenured faculty members of the relevant program area will take a vote on the candidate early in the fall. The vote will be forwarded to the department for a formal vote by the tenured faculty members. If no program areas are differentiated within the department, only the department will vote on the candidate.
- (4) The departmental vote, a letter of recommendation from the department chair, and the dossier will be forwarded to the Dean of the School of Education, who will make a recommendation to the Dean of the Faculties.