

College of Engineering

ADJUNCT FACULTY HIRING, PROMOTION AND REVIEW POLICY

July 8, 2020

These are guidelines for hiring and employment of adjunct faculty in the College of Engineering. The guidelines may be modified at the discretion of the Dean, but will remain aligned with the University Guidelines and TAUP Collective Bargaining Agreement.

Rank at Hire

Incoming adjuncts are evaluated based on a) education, b) teaching experience, and c) professional experience related to courses offered in the College of Engineering. In most cases, there will be a meeting of the prospective adjunct and the Department Chair or Chair's designee before a recommendation for hire by the Chair is made to the Dean. An important consideration for the hiring process is the Department's long-term plan for the future as hiring an adjunct for only one semester is strongly discouraged.

Qualifications for adjunct faculty rank in all adjunct classifications shall be consistent with those of the TAUP Collective Bargaining Agreement with additional clarifications as delineated below. Exceptions to the minimum degree requirement may be made for persons who otherwise have extraordinary expertise, qualifications, or credentials in the field of intended appointment.

Qualifications for Specific Ranks

- A. *Adjunct Instructor in "Department"*: - Individuals who exhibit promise as educators contributing to the teaching mission and for whom an appointment to a professorial rank is not yet appropriate may be recommended for an initial appointment as an Adjunct Instructor. Such individuals shall have a Bachelor's or master's degree or equivalent qualifications appropriate to their specialty or discipline, and in some cases, may be completing a professional degree or educational training. Exceptions to this degree requirement may be made for persons who otherwise have extraordinary expertise, qualifications, or credentials in the field of intended appointment.
- B. *Adjunct Assistant Professor in "Department"*:- Individuals who are recommended for an initial appointment or for promotion from Adjunct Instructor to the rank of Adjunct Assistant Professor will in most instances have completed a terminal professional degree appropriate to their specialty or discipline. They must have demonstrated ability or potential to provide excellent contributions to the educational mission of the university. Exceptions to the degree requirement may be made for persons who otherwise have extraordinary expertise, qualifications, or credentials in the field of intended appointment.
- C. *Adjunct Associate Professor in "Department"*:- Individuals who are recommended for an appointment to the rank of Adjunct Associate Professor must have the qualifications necessary for Adjunct Assistant Professor, and in addition, have documented outstanding performance in teaching/instruction, research/creative work in the intended field of appointment, and related experiences, such as significant participation in management or leadership of instructional activities. A commitment to education and educational effectiveness requires active and effective participation in student education as evidenced by

student and peer evaluations, teaching awards, development of new courses, or special teaching materials, and significant participation in management or leadership of instructional activities, etc. In some instances, the aggregate achievement in these areas rather than the level of achievement in each area will provide sufficient grounds for considering an individual for appointment or promotion to this rank.

- D. *Adjunct Professor in “Department”* – Individuals recommended for appointment or promotion to the rank of Adjunct Professor will ordinarily fulfill the qualifications for appointment to the rank of Adjunct Associate Professor on this track with the candidate having attained a substantial reputation for excellence in teaching/instruction and/or educational management or leadership beyond Temple University as evidenced, for example, by a record of publications, presentations, grant funding, and/or creative works, or receipt of substantial honors or recognitions from institutions, organizations, or professional associations in their fields. In some instances, the aggregate achievement in these areas rather than the level of achievement in each area will provide sufficient grounds for considering an individual for appointment or promotion to this rank.

The Department Chair makes recommendations on rank; however, the ultimate decision is at the discretion of the Dean.

Adjunct faculty members hired on visiting appointments from other universities are designated by the rank held at their home institution, such as Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor.

Upon selection of a candidate for an adjunct position, the incoming adjunct must submit a signed copy of their resume, proof of completion of their terminal degree, and other documents related to their professional experience as appropriate.

Upon hiring, the appointment letter will indicate rank, rate of base pay, and the number of credits for each assigned course. The appointment letter will also contain a link to information regarding hiring criteria and the College guidelines for the appointment of adjunct faculty. In official communications and references, adjunct faculty members may use their appropriate academic title and their preferred title, such as Dr., Ms., or Mr. (NAME).

Rates of Pay

Adjunct faculty members are paid at rates compatible with or higher than those determined by the latest active TAUP contract. Based on the current TAUP contractual agreement, the minimum salary rates per credit hour of teaching in the College of Engineering are:

Position	Effective 7/1/2020	Effective 7/1/2022
Adjunct Instructor	\$1550.00	\$1600.00
Adjunct Assistant Professor	\$1600.00	\$1650.00
Adjunct Associate Professor	\$1650.00	\$1700.00
Adjunct Professor	\$1700.00	\$1750.00

A pay rate above the TAUP contractual agreement is at the sole discretion of the Dean. Some considerations that may allow for increases over the TAUP rate may include length of time an adjunct faculty member has taught in the College, extraordinary experience or qualifications, completion of a terminal degree, competitive market conditions, and instruction of very large classes with limited or no assistance with grading.

If an adjunct faculty is promoted to a higher academic level, they will be eligible for the minimum pay rate established by the TAUP contract for that level. The Chair may also recommend an additional pay increase, which must then be approved by the Dean.

Length of Appointment and Total Credits per Semester

Due to fluctuations in student enrollments, faculty leaves, and course offerings, adjuncts are frequently appointed on a semester-by-semester basis. Exceptions may be made for multiple semester contracts based on near term teaching needs of the Department and other factors, such as TT faculty leaves, and anticipated growth in student enrollment. The decision to offer a contract for more than one semester is at the discretion of the Department Chair and the Dean.

Adjunct faculty members may teach a maximum of 8 credit hours per semester. This limit generally translates into teaching of two (2) courses of 3 or 4 credit hours each per semester.

Each newly-hired adjunct will have access to an orientation session, contact information for a Chair or other faculty member within their department for support, consultation, review of course materials, classroom observation, referrals to the Center for the Advancement of Teaching, or other university resources. The individual will respond to an adjunct's request for support or referral in a timely manner.

Evaluations

The College requires a yearly evaluation of all faculty, including adjunct faculty, which is usually initiated by the department Chair. Such reviews are based on a combination of classroom observation by at least one faculty member, review of the course syllabus and/or student material, and student feedback forms. These reviews will be carried out by appropriate departmental committee. The reviews will initially occur the first two times an adjunct teaches a new course. After that, an annual review will be conducted. An adjunct has the right to request a different faculty member for their second or more classroom observations.

The Department Chair reviews the information submitted by departmental committee and will request meetings with adjuncts to discuss the assessment of their work and to clarify departmental standards. The Department Chair may conduct periodic peer reviews of classes or materials as long as the adjunct is given at least one week's notice. An immediate observation may be scheduled if there are strong concerns that call for immediate action.

Adjuncts may also request additional evaluations including, but not limited to, meeting with the Department Chair, syllabi or course material review, or peer review of class. Adjuncts may

request an evaluation at any time, but no more than once during any two successive semesters of employment. The Department Chair may prioritize these requests based on availability of required resources. An evaluation will normally occur in the semester in which it is requested when made prior to the completion of the first 4 weeks of the semester. If it cannot be done in the semester in which it is requested, it will be done in the following semester.

The Adjunct Faculty's response to an evaluation is submitted to the Department Chair for inclusion into the Adjunct Faculty's personnel file. A note will be placed in the departmental file stating that a response is included in the personnel file.

Promotion to a higher adjunct faculty rank

Re-evaluation of rank or promotion to a higher rank will be based upon excellent performance, sustained professional growth and improvement. There is no mandatory time at which an adjunct must be considered for promotion to a higher level. Adjuncts wishing to request a promotion review must request it through the Department Chair. The Chair may also assign the review process to the departmental committee.

In order to be considered for a higher rank, an adjunct faculty must present appropriate documentation of qualifications for the requested rank consistent with university policy. If requested to review promotion materials, the departmental committee will endeavor to provide a written summary of the evaluation to the adjunct faculty member and Department Chair within 30 calendar days of the review. This summary will be placed in the Adjunct's departmental and personnel file. At the conclusion of the review process by the departmental committee, the Chair may also request a meeting with the adjunct faculty before a decision is made. The Chair then submits the recommendation for a change in rank to the Dean. The final decision is made by the Dean.