

# Guidelines for Adjunct Faculty Appointments, Reappointments, Performance Evaluations and Pay Scales College of Science & Technology

05/23/2022

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These guidelines apply to adjunct (part-time) faculty hired in the College of Science and Technology. These guidelines do not apply to courtesy (uncompensated) adjunct faculty appointments. These guidelines are posted on the College of Science & Technology Faculty Affairs website.

The guidelines include the following:

- Appointment type (instructional, research, practice), length, rank, and personnel files
- Appointment
- Reappointment
- Pay rates
- Performance evaluation
- Adjunct Faculty resources

## Appointment type, rank, length, and personnel files

- Appointment type and rank (*see below*) will be determined at the time of initial hire.
- Appointment type (Instructional, Research, Practice - *see below*) will be based on assigned duties.
- Appointment rank will be determined using the criteria provided below.
- Contract length is determined by academic need. Contract length ordinarily would be for one or two semesters. Longer appointments may be made in special circumstances.
- A personnel file shall be established for each adjunct faculty and will be maintained by the home department and college.
- An adjunct faculty member may review his/her file by a formal request to the Department Chair.

## Appointment criteria

### Instructional Appointments

- *Adjunct Instructor in [Department]*. Used for individuals who show strong promise in contributing effectively to teaching in the discipline, and for whom an appointment within the professorial rank is not yet appropriate. Appointment would normally require a terminal degree appropriate to the field, or equivalent relevant qualification(s). The individual also may be engaged in completion of professional training or an academic program. Exceptions to the terminal degree requirement may be made for individuals who have demonstrated extraordinary expertise and qualifications in the discipline.
- *Adjunct Assistant Professor of Instruction in [Department]*. Individuals will normally hold a terminal degree relevant to the field. Individuals will have demonstrated the ability to effectively contribute to teaching in the discipline. Exceptions to the degree requirement may be made for persons who otherwise have extraordinary expertise and qualifications in the discipline. Individuals may have previously held an Assistant Professor position at Temple, or other university/college.
- *Adjunct Associate Professor of Instruction in [Department]*. Individuals will normally hold a terminal degree relevant to the field. Sustained excellence in instruction also will be a factor in appointment at this level. Individuals may have previously held an Associate Professor position at Temple, or other university/college.

- *Adjunct Professor of Instruction in [Department]*. Individuals will normally hold a terminal degree relevant to the field. Sustained excellence in instruction will be a factor in appointment at this level. Also important is a substantial demonstration of excellence in the discipline above and beyond the instructional activities. Such items would include scholarly contributions (e.g. journal articles, educational grants, meeting presentations), and receipt of honors and recognition in the field. Individuals may have previously held an appointment as Professor at Temple, or other university/college.

### **Research Appointments**

- Individuals holding an adjunct research faculty appointment will have assigned duties in research, but may also participate in training and educating students in research.
- *Adjunct Research Assistant Professor of [Department]*. Individuals recommended for appointment are expected to hold a terminal professional degree relevant to the field, or equivalent qualifications. Individuals may have previously held an Assistant Professor position at Temple, or at another university/college.
- *Adjunct Research Associate Professor of [Department]*. Individuals recommended for appointment are expected to hold a terminal professional degree relevant to the field, or have equivalent qualifications. Demonstrable research accomplishments also are expected to be appropriate for appointment at this level. Individuals may have previously held an Associate Professor position at Temple, or at another university/college.
- *Adjunct Research Professor of [Department]*. Individuals recommended for appointment are expected to hold a terminal professional degree relevant to the field, or equivalent qualifications. Significant research accomplishments also are appropriate for appointment at this level. Individuals may have previously held a Professor appointment at Temple, or at another university/college.

### **Practice Appointments**

- Adjunct practice faculty appointments are appropriate for individuals with assigned duties in instructional-related activities associated with applied aspects of the discipline.
- *Adjunct Instructor of Practice in [Department]*. For individuals in which an appointment at a professorial rank is not yet appropriate. Individuals should hold a degree regarded as appropriate for terminal training in the field, but exceptions may be made for individuals who have extraordinary experience and expertise in the discipline. Individuals appropriate for this appointment also may be currently completing their professional training.
- *Adjunct Assistant Professor of Practice in [Department]*. Individuals would hold a terminal degree regarded as appropriate to the field, or have extraordinary experience and expertise in the discipline. Individuals also may have held an Assistant Professor appointment at Temple, or at another university/college.
- *Adjunct Associate Professor of Practice in [Department]*. Individuals would have a terminal degree regarded as appropriate to the field, or have extraordinary experience and expertise in the discipline. Sustained excellence in practice also will be taken into account for appointment at this level. Individuals also may have held an Associate Professor appointment at Temple, or at another university/college.
- *Adjunct Professor of Practice in [Department]*. Individuals will normally hold a terminal degree appropriate to the field. Sustained excellence in practice will be a factor in appointment at this level. Also important is the demonstration of a substantial track record of excellence of practice in

the discipline. Such items may include scholarly contributions (e.g. journal articles, educational grants, meeting presentations), receipt of honors, and other recognition in the field. Individuals may have previously held an appointment as Professor at Temple, or at another university/college.

## Reappointments

- Reappointment decisions will be based on department/program needs.
- No adjunct faculty member has a reasonable assurance for re-appointment until an appointment letter is issued by a hiring department.
- Performance evaluations (see below) will be used in reappointment recommendation.
- Excellence in performance of assigned duties will be a primary criterion in recommending reappointment.
- The Chair provides the recommendation for reappointment to the Dean, who will then make the decision to reappoint.
- A reappointment decision will be made and an offer letter provided as early as reasonably possible prior to the appointment start date.
- Reappointment at a higher rank may be considered and shall take into account the following:
  - excellence in performance.
  - length of time as an adjunct faculty member at Temple.
  - receipt of a higher/terminal degree in the field.
- Recommendation for reappointment at a higher rank may be made by the Department Chair.
- The adjunct faculty member may request consideration for reappointment at a higher rank.
- The Chair provides the recommendation for reappointment at a higher rank to the Dean, who will then make the decision whether to reappoint at a higher rank.

## Pay Rates

- The pay rate will not be below the minimum rate established by the current collective bargaining agreement.
- The pay rate will take into consideration appointment rank; prior experience in the field; market factors; and pay rates of other adjunct faculty members in the department.
- Pay rates may differ across departments/disciplines, reflecting market forces/competition.
- An adjunct faculty member may request consideration for a pay rate increase.
- A recommendation for pay rate increase shall take into account performance evaluations (see below).
- A pay rate increase (to be determined) shall accompany reappointment at a higher rank.
- Provided below are the minimum (base) pay rates (\$/cr hr) that will serve to guide the determination of adjunct faculty pay. The \$1,500/cr hr base is from the TAUP contract.

| <b>Rank</b>  | <b>Base pay rate (\$/cr hr)</b> |
|--------------|---------------------------------|
| Instructor   | \$1,600                         |
| Asst. Prof.  | \$1,700                         |
| Assoc. Prof. | \$1,900                         |
| Professor    | \$2,100                         |

## Performance Evaluations

- A performance evaluation may be requested in order to be considered for promotion in rank, pay rate increase, or to request a multi-semester appointment.
- Performance evaluations shall be carried out by the Department Chair or his/her designee.
- An adjunct faculty member may request a formal evaluation at any time, but no more than once during any two successive semesters of employment.
- Performance evaluations will normally occur in the semester in which it is requested, provided the required resources for evaluation are available and the request is made prior to completion of the first four weeks of the semester.

- A performance evaluation is appropriate for newly-appointed adjunct faculty members, and should be carried out following completion of assignments and duties for the initial appointment period.
- Peer evaluation of assignments/activities may be requested to the Chair by the adjunct faculty member. The Chair will arrange an evaluation, as soon as is feasible, depending upon available departmental resources. If the evaluation cannot be done in the semester in which it is requested, it will be done in the next semester in which the adjunct faculty member is employed.
- The individual designated to make personnel recommendations also may evaluate an adjunct faculty member's performance at any time. Normally, the adjunct faculty member will be provided with at least one week's notice of an evaluation. Under exceptional circumstances, the university in its sole discretion may conduct an evaluation without notice. If production of student work is requested, the adjunct faculty member will be allowed up to an additional week to assemble and provide the requested materials.
- Performance evaluations shall include multiple measures of performance. These may include but not necessarily be limited to: classroom observation, review of course materials, student projects and/or assignments, and the portfolio, reflective statement, and current cv of the adjunct faculty member.
- Student feedback forms also may be used for evaluation. They shall not be used as the primary tool for evaluation except under exceptional circumstances. The determination of exceptional circumstances is at the sole discretion of Temple University.
- Those designated to make personnel recommendations will be responsible for conducting evaluations when requested. If such a designee is appointed, s/he will send a written summary of the evaluation to the appropriate personnel decision maker.
- The adjunct faculty member would meet with the Chair or designated personnel decision maker as part of the performance evaluation.
- The completed performance evaluation will be provided to the adjunct faculty member. The evaluator will endeavor to provide the adjunct faculty member with a written summary of the evaluation within 30 calendar days of the review, and a copy placed in the adjunct faculty member's departmental personnel file.
- An adjunct faculty member who receives an unsatisfactory evaluation may provide a written response to the Department Chair, or designated personnel decision maker, that shall be placed in the personnel file. If a response is submitted, a note will be placed in the departmental file stating that the response is included in the personnel file.
- Decisions regarding promotion in rank, pay, or assignment of a multi-semester appointment resulting from an evaluation are in the sole discretion of the school/college.

### **Adjunct Faculty Resources**

- 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, and referrals to the Center for the Advancement of Teaching or other university resources.
- The Chair or other faculty member will respond to an adjunct's request for support or referral in a timely manner.