

University of Baltimore Policy Guide

VI-2.4 Employment of Adjunct Faculty

Approved by University Faculty Senate: 5/11/11

Approved by Provost: 7/20/11

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Approved by President: 9/15/11

Clarifications requested by USM: 10/19/16; reviewed with UFS 11/2/16

I. Purpose: This policy is designed to establish baseline standards for University of Baltimore (“University”) related to search processes, appointments, contracts, and conditions of employment for adjunct faculty. The goal of the policy is to ensure a high quality of instruction by individuals with appropriate credentials and experience and to provide a set of policies that will lead to continuous improvement in the status of adjunct faculty at the University. It is intended to comply with University System of Maryland (USM) policy II-1.07, Policy on the Employment of Adjunct Faculty in the University System of Maryland (<http://www.usmd.edu/regents/bylaws/SectionII/>), December 3, 2010.

II. Applicability

- A. Adjunct Faculty. This policy applies only to adjunct faculty, defined for the purposes of this policy as faculty members of the University of Baltimore who are:
 - 1. Employed to provide instructional services;
 - 2. Neither tenured nor eligible for tenure; and
 - 3. Appointed to teach specific courses and compensated on a course-by-course basis.

- B. Policies for Salaried Part-Time, Non-Tenure-Track Faculty. Part-time, non-tenure-track (PTNTT) faculty who are appointed to salaried positions are not included as “Adjunct Faculty” for the purposes of this policy, and are covered instead by USM Policy II-1.06, Policy on the Employment of Part-Time, Non-Tenure-Track Instructional Faculty in the University System of Maryland.

III. Categories of Adjunct Faculty: For the purposes of this policy, adjunct faculty shall be designated as one of the following:

- A. Adjunct Faculty I. All adjunct faculty, except for those faculty members who meet the criteria for designation by the University as “Adjunct Faculty II”;

- B. Adjunct Faculty II. Adjunct faculty members who are determined by the University to have a consistent record of high-quality instruction. University of Baltimore shall consider granting Adjunct Faculty II status to adjunct faculty members who meet the following criteria:
 - 1. After establishing a record of teaching at least three years at the University and a total of 36 credits or more in degree programs;

2. Supported by a series of high-level performance evaluations over the course of at least twelve full semester courses at the University or over the course of at least 36 semester credit hours of instruction; and
3. Upon written request by the faculty member to the department/division chairperson, the department/division chairperson will provide a written recommendation to the Dean, who shall have the authority to grant Adjunct II status.

IV. Adjunct Faculty Position Titles: The following range of position titles may be used for adjunct faculty within the categories stated above:

- a. Assistant Lecturer
- b. Lecturer
- c. Senior Lecturer
- d. Adjunct Assistant Professor
- e. Adjunct Associate Professor
- f. Adjunct Professor

V. Recruitment and Selection of Adjunct Faculty: The Office of the Provost delegates hiring and budget responsibility for adjunct employees to the deans. The hiring department/divisions are responsible for submission of contracts and required paperwork according to the annual schedule prepared by the Office of Human Resources.

A. Credentials. The colleges/schools shall develop written standards for the academic degrees or professional certification and professional experience required for appointment as adjunct faculty. These standards may vary depending on the level of courses to be taught.

B. Selection Procedures. The Provost will ensure that each college/school has in place written procedures for selecting adjunct faculty. These procedures shall include verification of credentials, and shall reflect the commitment of the University and the University System of Maryland (USM) to equal opportunity and affirmative action. A copy of each school's standards should be filed with the Office of the Provost and the Office of Human Resources, along with the salary range to be effective the next academic year (including the summer following), by August 1. The deans shall ensure that the approved standards and salary range are applied fairly and consistently.

VI. Professional Development and Working Conditions. Support for Teaching: The University shall provide each adjunct faculty member with the support it determines to be necessary for the execution of the appointee's duties, which may include access through the University's website or other electronic resources, including the following:

1. Information on the college/school and department/division's policies, requirements, learning outcomes and goals for each course, along with access to examples of past syllabi (if available);
2. Official schedule of classes, including academic calendar and time frames of class meetings;
3. Assistance in the selection of textbook(s) for the course(s) and ancillaries for the text(s), if these are not otherwise selected by the department/division;

4. A University email account along with access to on-campus computing facilities; and
 5. For adjunct faculty teaching face-to-face classes on campus;
 - a. Telephone or other voice access, as appropriate;
 - b. Necessary office supplies;
 - c. Copying services for course materials; and
 - d. Appropriate space for meeting with students during scheduled office hours.
- A. Professional Development. Professional development opportunities for adjunct faculty shall be supported to the extent feasible, and may include invitations to department/division, college/school, University, and external faculty development events.
- B. Performance Evaluation. The Provost will ensure that each college/school has in place approved written procedures for evaluating adjunct faculty performance on a regular schedule, as required by USM Policy II-1.20.
1. Departments/divisions shall evaluate the teaching by adjunct faculty members in a manner that identifies high-level performance, according to the college/school standards.
 2. Procedures should involve members of core faculty and should include a review of student course evaluations and syllabi and class visitations, in addition to other indicators. The respective chair, program director, or adjunct faculty supervisor should review the overall performance of each adjunct faculty member regularly and submit a report and make recommendations to the dean or his/her designee.
 3. Evaluations shall be kept by the college/school on record in a confidential personnel file and shall be consulted when decisions about promotion, compensation, and any subsequent appointments are made.

VII. Appointment and Assignment: The University of Baltimore reserves the right to give members of its full-time faculty preference over part-time faculty members in the matter of teaching classes affected by the necessity of combining or canceling sections because of low enrollments.

- A. Appointment of Adjunct Faculty Members
1. Contracts and Letters of Appointment. Each adjunct faculty member, including both Adjunct Faculty I and Adjunct Faculty II, shall be provided a written contract or formal letter of appointment prior to the beginning of the assignment, which includes:
 - a. Position title
 - b. Contract term
 - c. Per-course compensation
 - d. Description of the assignment
 - e. Institution benefits, if any
 - f. Performance evaluation policies and procedures
 - g. Explanation of the implications of the cancellation of a course before the start date.
 2. Provisions for Adjunct Faculty II. After designation as Adjunct Faculty II at the University, a faculty member:

- i. Who is receiving the minimum institutional per-course compensation, shall receive a compensation increment of at least 10% of the minimum per-course compensation for adjunct faculty at the University, consistent with State and USM budget policies. The Office of the Provost will annually inform each school/college of the institutional minimum course compensation. Each school/college shall then determine whether an increment is required and the amount to be awarded.
 - ii. Shall be given priority consideration, to the extent operationally feasible, among adjunct faculty for future teaching assignments in the subjects for which the adjunct faculty member has had consistent instructional experience at the University.
 - iii. May be eligible for longer-term appointments that ensure the adjunct faculty member assignment to a fixed number of classes during the term of the appointment.
 - a. The designation of a faculty member as Adjunct Faculty II will not prevent the faculty member from competition for or selection into a salaried PINTT or other faculty position.
3. Teaching Assignments. The hiring department/division shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes.

The University has the goal of providing such notice 45 days before the class start date, to the extent feasible. Nothing in this section shall prevent a department/division from making an adjunct teaching appointment on short notice based on changed circumstances in class enrollments, the availability of resources, or other factors.

- a. If the University has a fall or spring semester class to which an adjunct faculty member has been assigned that is cancelled less than 30 days prior to the class start date, and has been unable to offer the adjunct faculty member re-assignment to a comparable class, the University shall compensate the adjunct faculty member 10% of the payment amount specified in the contract or appointment letter for that class.
4. Course/Credit Hour Limits. Adjunct faculty (who are not also UB full-time employees) may regularly teach two three-credit courses per semester or the proportional number of credits per term of a different length (e.g., three credits in a 7.5-week term). Credits taught beyond that limit in any given term require an exception approved by the dean—or deans if the credits cross colleges/schools. A fourth three-credit course or the equivalent number of credits for a term of a different length requires an exception approved by the dean or deans and the provost.

- a. UB full-time employees (including regular faculty) are limited to teaching one three-credit course per term (fall, winterim, spring and summer) on an adjunct overload basis and are required to submit a Secondary Employment Form signed by their supervisor. Full-time 9.5-month faculty are excluded from this limitation during the summer when they are considered to be off contract.
 - b. Exceptions to the limitations if 4a. and b. above must be approved in advance by the dean (for faculty) or the vice president (for staff) to or under whom the person reports. The exception form can be found [here](#).
- B. Notice of Policies and Procedures. Upon signing a contract or otherwise accepting an appointment, the adjunct faculty member will receive access, electronically or in print, to the University's faculty handbook and University and USM policies, including those policies explaining the benefits for which the adjunct faculty member may be eligible.

VIII. Compensation and Benefits

Compensation. Every effort should be made to make adjunct faculty compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.

- A. Benefits for Adjunct Faculty. The University may provide designated institutional benefits to adjunct faculty, in either or both of the Adjunct Faculty I or Adjunct Faculty II categories, at the discretion of the President.
- B. Sabbatical and Terminal Leave. Adjunct faculty members are ineligible for sabbatical leave or for terminal leave, regardless of length of service.

IX. Grievance and Appointment Rights

Grievance Procedure. With the exception of those policies and procedures that relate to the appointment, rank and tenure of tenured and tenure-track faculty, adjunct faculty shall have available the same grievance procedures as all other faculty, consistent with the USM Policy on Faculty Grievances, II-4.00 and UB Grievance Procedures.

- A. Process Related to the Termination of Adjunct Faculty. All adjunct faculty members shall have the opportunity for an informal hearing at the level of the appropriate dean's office before termination of an appointment within the term of the faculty member's contract. The University may remove the adjunct faculty member from the classroom, while continuing to pay the faculty member, pending the outcome of the hearing.
- B. Subsequent Appointments. The decision whether to re-appoint an adjunct faculty after the term of the faculty member's contract remains within the discretion of the University.
 - 1. Consistent with Section VI.A.2 of the USM Policy on the Employment of Adjunct Faculty.
 - 2. Provided that the decision was not made for unlawful reasons or in retaliation for the faculty member's exercise of grievance rights or shared governance activities.

X. Participation in the Campus Community

Integration into University of Baltimore Life. Adjunct faculty members shall be invited, to the extent feasible, to participate in the scholarly, intellectual, academic, and social life aspects of the department/division, college/school and University.

A. Shared Governance Participation

1. The University shall provide opportunities for adjunct faculty to communicate their concerns to campus administrators, provide advice in the development and implementation of policies and procedures related to adjunct faculty, and otherwise participate fully in shared governance, through the formation of an adjunct faculty advisory committee in each college/school that will meet periodically, but not fewer than two times per year, with the dean of the college/school.
2. The Provost will invite all adjunct faculty members to meet once a semester to share ideas for improving adjunct faculty work-life.
3. In recognition that adjunct faculty are compensated only for course-by-course instructional services, the University shall provide reimbursement for travel and other reasonable expenses, consistent with USM and University travel policies, to each adjunct faculty member who serves on a University-wide shared governance body.