

## **Adjunct Faculty Policies and Procedures at UMBC**

starting AY 26-27

### **Applicability**

The following information applies to adjunct faculty at UMBC who are employed to provide instructional services UMBC and/or at UMBC at Shady Grove, are neither tenured nor eligible for tenure, are appointed to teach specific courses, and are compensated on a course-by-course basis. For a more detailed description of policies and personnel regulations governing adjunct faculty within the University System of Maryland, please see the UMBC Faculty Handbook (Section 5.5) at [http://www.umbc.edu/provost/Faculty\\_Handbook/section5.pdf](http://www.umbc.edu/provost/Faculty_Handbook/section5.pdf).

### **Recruitment and Selection of Adjunct Faculty**

UMBC employs adjunct faculty who are qualified to accomplish the teaching and learning goals of the institution. Upon initial appointment at UMBC, all adjunct faculty members will hold the rank of Adjunct Faculty I. Adjunct Faculty I are employed to provide instructional services; are appointed to teach specific courses and compensated on a course-by-course basis; and are neither tenured nor eligible for tenure.

The Deans assure that each academic department or program has written standards for adjunct faculty qualifications and credentials as appropriate to their field and curricular requirements. In addition, the Deans assure that each academic department or program has in place written procedures for recruitment and selection of adjunct faculty which include a Certified CV for verification of credentials. All recruitment and selection policies and procedures shall reflect UMBC's commitment to equal opportunity and affirmative action.

### **Notification of Adjunct Faculty Teaching Assignments and Course Cancellation Compensation Policy**

The appointing academic department or program shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes. UMBC has the goal of providing such notice 45 days before the class start date, to the extent feasible. This goal does not prohibit a department or program from making adjunct faculty appointments on short notice based on changed circumstances in course enrollments, availability of resources, or other factors. If UMBC cancels a course to which an adjunct has been assigned less than 30 days before the class start date, and has been unable to offer reassignment to a comparable class, the adjunct faculty member will be compensated 10% of the payment amount specified in their

appointment letter for that class. Adjunct faculty should make every effort to notify the department at least 45 days before classes start if they cannot teach an assigned class.

### **Departmental Annual Evaluation of Adjunct Faculty Performance**

Departments evaluate adjunct faculty performance on an annual basis in a manner that identifies performance according to departmental standards. Evaluations are kept on record in a personnel file at the level of the department and are consulted when decisions about promotion, compensation, dismissal, and any subsequent appointments are made. The Deans assure that each department within their respective College has in place written procedures and standards for evaluating adjunct faculty performance as required by BOR II-1.20 Policy on Evaluation of Performance of Faculty. Departmental policies and procedures for evaluation are available to individual adjunct faculty from departments.

### **Adjunct Faculty Grievance Procedures and Termination Process**

Grievance Procedures: Adjunct faculty members shall have available the same grievance procedures as all other faculty, consistent with the USM Policy on Faculty Grievances, II-4.00 and UMBC Faculty Senate Grievance Committee Grievance Procedures, *UMBC Faculty Handbook* Section 7.1 (See: [http://www.umbc.edu/provost/Faculty\\_Handbook/section7.pdf](http://www.umbc.edu/provost/Faculty_Handbook/section7.pdf)).

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 prior to 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.

### **Adjunct Faculty Shared Governance Participation**

UMBC is committed to providing support, recognition and institutional integration for adjunct faculty members who are hired to teach on a course-by-course basis in ways that lead to continuous improvement in their status on our campus. A key component of these efforts is the *UMBC Adjunct Faculty Advisory Committee* which communicates adjunct faculty concerns to the campus administration, provides advice in the development and implementation of policies and procedures related to adjunct faculty, and participates in shared governance through regular meetings with the Deans, Provost, and President. During the academic year, the Adjunct Faculty Advisory Committee has a seat on the University Steering Committee.

## **Eligibility Criteria, Procedures, and Timelines for Promotion to Adjunct II**

Adjunct faculty members who have demonstrated a distinguished and consistent record of high-quality instruction at UMBC may be eligible to be reviewed for promotion to the rank of Adjunct Faculty II.

Promotion to Adjunct Faculty II is available to faculty members who are currently employed to provide instructional services at UMBC and/or at UMBC at Shady Grove, are neither tenured nor eligible for tenure, are appointed to teach specific courses, are compensated on a course-by-course basis, and have:

1. Taught for at least six fall and/or spring semesters
2. Taught a total of 13 or more courses (each of 3 credits or more) during fall and/or spring semesters. The criterion for promotion to Adjunct II is evaluation of instructional effectiveness demonstrating excellence in teaching over multiple semesters of employment at UMBC.

### ***Procedure***

Adjuncts must notify their Department Chair and Program Director of their intent to submit a promotion review dossier in the fall by October 15 (Fall promotions) and February 15 (Spring semesters). The candidate prepares a dossier consisting, at the minimum, of:

- a current curriculum vita in UMBC format (*template for required format attached*)
- course materials from multiple courses/semesters taught, including course syllabi, teaching assignments, feedback to students, and other course materials;
- SCEQs/SEEQs for each course taught over the six fall and/or spring semesters;
- Promotion to Adjunct II Request Form; and
- in-class observation of the candidate by members of the department or appropriate outside evaluators (note that the Faculty Development Center cannot serve in an evaluative role in this process), with an observational report summarizing the candidate's classroom technique and effectiveness.

Upon request by the adjunct faculty member, the department will initiate a comprehensive review of the individual's performance in accordance with the department's adjunct promotion review policy. The department's report and recommendation will be forwarded to the respective Dean by February 15 (Fall promotions) and May 30 (Spring promotions). Approval of all recommendations for promotion to Adjunct II rests with the Dean of the College. The Dean shall notify the candidate and Department Chair of the final decision by June 30, with an effective date one week prior to the start of fall classes.

Upon promotion to Adjunct Faculty II, faculty members will receive additional financial and professional consideration including an increase in the per course stipend. This increase will

equal 10% of UMBC's minimum salary for Adjunct I faculty.

### **Eligibility Criteria, and Procedures, Timelines for Promotion to Adjunct III**

Criteria for the evaluation of teaching are consistent with those employed by the University in evaluating candidates for promotion to the Rank of Associate Teaching Professor. Adjunct faculty II members who are determined by an institution to have demonstrated excellence in teaching and teaching leadership, which may include the development of new curriculum, teaching innovations, scholarship (including the scholarship of pedagogy), and/or creative works, and meet the following conditions:

1. must be at the rank of Adjunct II with all of the appropriate qualifications;
2. must have taught at UMBC at the rank of Adjunct II for at least twelve fall and/or spring semester;
3. have taught a total of more than 24 courses (each of 3 credits or more) during those semesters at the rank of Adjunct II; and
4. shall have a consistent record of teaching excellence as well as having demonstrated leadership in teaching.

### ***Procedure***

Adjuncts must notify their Department Chair and Program Director of their intent to submit a promotion review dossier this Fall by October 15 (Fall promotions) and February 15 (Spring semesters). The candidate prepares a dossier consisting of:

- a current curriculum vita in UMBC format (*template for required format attached*);
- course materials from multiple courses/semesters taught, including course syllabi, teaching assignments, feedback to students, and other course materials;
- SCEQs/SEEQs for each course taught over the past five years;
- evidence documenting excellence in teaching and teaching leadership, as well as any other materials deemed relevant by the candidate. Candidates may wish to consult with the Faculty Development Center on preparation of an appropriate promotion review dossier and CV; and
- in-class observation of the candidate by members of the department or appropriate outside evaluators (note that the Faculty Development Center cannot serve in an evaluative role in this process), with an observational report summarizing the candidate's classroom technique and effectiveness.

The candidate may choose to include a brief (2-3 page) statement on teaching philosophy, goals, and activities that reflect these.

A demonstrated record of service is not required for promotion, but can be considered by the

evaluating body. When applicable, recognition of contributions in the following areas may be taken into consideration:

- Service at the department, institution, and university system levels
- Service to professional organizations
- Service to local, state, and national agencies
- Service to the public

Upon request by the adjunct faculty member, the department will initiate a comprehensive review of the individual's performance in accordance with the department's adjunct promotion review policy. The department's report and recommendation will be forwarded to the respective Dean by February 15 (Fall Promotions) May 30 (Spring promotions). Approval of all recommendations for promotion to Adjunct III rests with the Dean of the College. The Dean shall notify the candidate and Department Chair of the final decision by June 30, with an effective date one week prior to the start of fall classes.

After designation as Adjunct Faculty III at an institution, a faculty member shall receive a compensation increment per course equal to an additional 15% of UMBC's minimum salary for Adjunct I faculty.