



Tyler School of Art  
and Architecture

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## **ADJUNCT FACULTY HIRING, PROMOTION AND REVIEW POLICY** **Updated July 27, 2020**

### **Hiring and Appointment of Adjunct Faculty**

#### **Rank at Hire**

Incoming adjuncts are evaluated based on education, teaching experience, and quality of creative work/practice for rank within the Tyler adjunct titles. Adjunct faculty appointed at any rank must also meet university requirements for that rank. Program Heads and Departments Chairs make recommendations on rank and the ultimate decision is at the discretion of the Dean.

The assignment of rank and base compensation considers educational requirements as well as teaching experience and effectiveness and academic and professional achievements. Adjunct faculty members are appointed at the rank that reflects their qualifications and achievements as listed in the Tyler and university policies. Adjunct faculty members may use the title Adjunct Instructor or their appropriate and preferred title, such as Dr., Ms., or Mr. (NAME) in official communications or references.

Any adjunct faculty members performing duties outside of their responsibilities as an adjunct instructor must be hired into the classification appropriate for the specified duties of that role. If hired to perform a role in another employee classification, that hiring process will be in accordance with university policy.

Qualifications for adjunct faculty rank in all adjunct classifications shall be the same as delineated below.

- i. Appointment as Adjunct Instructor is usually based on the attainment of a bachelor's degree, master's degree or equivalent qualifications.
- ii. Appointment as Adjunct Assistant Professor is usually based on the attainment of an appropriate terminal degree or equivalent qualifications.
- iii. Appointment as Adjunct Associate Professor is usually based on the attainment of the qualifications necessary for Adjunct Assistant Professor, with substantial experience in teaching, research/creative work in the intended field of appointment, and such experience as is pertinent to the duties to be performed as an adjunct faculty member.

- iv. Appointment as Adjunct Professor is usually based on the attainment of the qualifications necessary for Adjunct Associate Professor, with the candidate having attained a substantial reputation in their field as evidenced, for example, by a significant record of publications, presentations, or creative works in the intended field of appointment or who has received substantial honors or recognition in their field of endeavor.

### **Faculty Resources for Adjunct Faculty**

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.

### **Appointments and Rates of Pay**

In recommending appointments for adjunct faculty, Deans or those designated to make personnel recommendations will consider evaluations and prior experience at Temple, and the skills and expertise to meet the specific hiring needs of the department. No adjunct has a reasonable assurance for re-appointment until an appointment letter is issued by a hiring department. Note that teaching experience as an adjunct at Temple University shall be taken into consideration when applying for a full-time faculty position at the university.

Appointment letters will indicate rank, rate of base pay, and for adjunct faculty with teaching assignments, the number of credits for each course. Appointment letters will contain a link to information regarding criteria for hiring adjunct faculty at each title and state that each school's guidelines may be requested from their chair. At the time of the appointment, adjunct faculty may request appointment at any rank for which they are qualified. When making the request, the adjunct faculty must provide evidence that they meet the minimum qualifications for that rank in accordance with university and school policy. Links to important information included in the letter will be provided in an attachment that clearly specifies the resource that is accessed via each link.

All adjuncts are paid based on rank and title. The rates of pay will be reported to TAUP before the start date of the semester that they are adopted or changed. Absent exceptional circumstances, or where different qualifications exist between disciplines, an adjunct's rank and base pay within the school shall not be decreased in subsequent appointments once an agreement letter has been approved by the Dean.

As of July 1, 2020, the following is the Tyler rate scale:

<b>Rank/Title</b>	<b>Minimum Rate per Credit</b>
Adjunct Instructor	\$1,500* (increased to \$1550 per credit on 7-1-2020) (increased to \$1600 on 7-1-2022)
Adjunct Assistant Professor	\$1,600
Adjunct Associate Professor	\$1785
Adjunct Professor	Negotiable; at the discretion of the Dean
Visiting Artist/Critic	Negotiable; at the discretion of the Dean

\*Minimum rates of pay and bonus information follow the TAUP contract (most recently the TAUP Tentative Agreement dated October 2, 2019).

### **Length of Appointment and Total Credits per Semester**

Due to fluctuations in student enrollments, faculty leaves, and course offerings, all adjuncts are appointed on a semester-by-semester basis. Exceptions may be made for adjunct faculty members who are filling in for faculty on leave and their courses are required for student's academic progress. The decision to offer a contract for more than one semester is at the discretion of the Department Chair and Dean.

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

### **Evaluation and Promotion of Adjunct Faculty**

#### **Evaluation and Promotion**

All adjuncts are reviewed each semester through the Student Feedback Forms. Department Chairs review the student feedback forms and will request meetings with adjuncts that are not meeting departmental standards. Chairs may also conduct periodic peer reviews of classes or materials at any time.

An adjunct faculty member can request evaluation in order to be considered for promotion or pay increase or to request a multi-semester appointment. Adjuncts may request additional evaluations including, but not limited to, meeting with the Department Chair, syllabi or course material review or peer review of class. This is outlined in detail below.

Promotion will be based upon excellent performance, sustained professional growth and improvement. There is no mandatory time at which a person must be considered for promotion to a higher level. Adjuncts wishing to request a promotion review must request review through the Department Chair. An adjunct faculty member requesting an elevated title must submit all required materials and any supplemental materials to the Department Chair for consideration. Chairs may prioritize these requests based on their availability or other required resources. For information regarding requisite materials, please consult the Department Chair.

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.

### **Formal Evaluation Process**

An adjunct faculty member can request a formal evaluation of their teaching at any time, but no more than once during any 2 successive semesters of employment.

- The department chair or designee<sup>1</sup> will conduct evaluations when requested. The evaluation will focus on review and assessment of teaching and learning. If a designee is appointed to evaluate, a written summary of the evaluation will be sent to the department chair.
- An evaluation will normally occur in the semester in which it is requested, provided the required resources are available and the request is 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 next semester in which the adjunct faculty member is employed.
- Evaluation shall include multiple measures of performance such as peer review and classroom observation, a review of course materials, student projects and/or assignments.
- Student Feedback Forms can be included as part of the process but will not be used as the primary tool for evaluation except in the case of exceptional circumstances. The determination of exceptional circumstances is in the sole discretion of the university.
- The evaluator will endeavor to provide the adjunct faculty member with a written summary of evaluation within 30 calendar days of the formal evaluation process and review. The summary will be placed in the adjunct's departmental and personnel file.

The department chair may evaluate an adjunct teaching in the school at any time. Normally an adjunct will be provided with at least one (1) 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 will be allowed up to an additional week to assemble and provide the requested materials.

An adjunct who receives an unsatisfactory evaluation may provide a written response which will be placed in the personnel file. If a response is submitted, a note will be placed in the departmental file stating that a response is included in the personnel file. A written response can be sent to Kate Wingert-Playdon, Associate Dean.

### **Evaluation for Promotion**

An evaluation in order to be considered for promotion or pay increase or to request a multi-semester appointment is as follows:

- A written request is made to department chair.
- The evaluation will include elements of and will follow the formal evaluation process, as indicated above.

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<sup>1</sup> Designee includes program head or full time faculty leader in the program area of expertise. A designee is identified by the department chair in collaboration with the dean or associate dean.

- The candidate and department chair meet to determine readiness for evaluation for promotion, pay increase, or multi-semester appointment.
- Candidates will need to include:
  - Curriculum Vitae
  - Letter of Application - highlighting reasons to consider the candidate for promotion, pay increase, or multi-semester appointment
  - Evidence of Teaching and Instruction
  - Evidence of Teaching Evaluation - as indicated above (formal evaluation process)
- The department chair will consult with and seek input from the department personnel committee.
- The department chair will make recommendations to the dean who will make a final determination.
- The adjunct faculty member's personnel record will include correspondence and evaluation and will follow guidelines as stated in this document, along with university and TAUP guidelines.