**Procedure for Adjunct Faculty Selection**

**Procedure Title:** Adjunct Faculty Selection

**Department Responsible:** College of Education

**Contact Person and Title:** Department Head

**Procedure:** The approval of adjunct faculty will be carried out by the appropriate program/content department faculty in the College. They will review the adjunct faculty member’s credentials for appropriateness and will forward their approval to the Program Coordinator who will in turn forward the material on to the Department Head with a recommendation for approval or non- approval. Approval to teach courses is normally for a **one-year period** of time. Follow-up approvals of all adjuncts are required and follow-up approval should include a review of teaching evaluations from prior classes taught.

Adjunct faculty who are approved to supervise internship experiences who will not be teaching regularly scheduled university classes may be approved by the appropriate program faculty for up to three years. After completing a three-year cycle, contract adjunct faculty may be renewed by a recommendation of the appropriate program faculty through the Program Coordinator to the Department Head. In the reappointment of clinical internship supervisors, a record of their evaluations should also be available to the faculty for their review before a recommendation to renew is forwarded to the Department Head.

Procedures

1. Adjunct faculty status provides individuals who have expertise in particular fields with

the opportunity to teach courses, to direct field work with students, to assist in research

projects of students, to consult on research or instructional projects, and to direct graduate students. Adjunct faculty appointments are non-tenure earning, have a term of one year, and convey no right or expectation of continued employment beyond the period specified. No time spent in adjunct status may be applied to the removal of a probationary status.

2. Adjunct faculty may be compensated for services provided. The amount of compensation will vary according to the service rendered and the rank of appointment. Compensation for services will not exceed the rates approved for regular members of the faculty unless otherwise noted by the Academic Vice President.

3. Criteria for appointment to an adjunct rank include substantial professional preparation or experience comparable to the requirements for appointment to a regular faculty position at the assigned adjunctive rank. Appointments may be made at the rank of Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct

Professor.

4. The recommendation to appoint an individual to adjunct status begins at the program

level. A vita and a memorandum from the Department Head specifying the type of

expected service and the term of service should be forwarded to the Dean. A letter of

appointment will be issued by the Dean, if approved. If appropriate, the Department Head must also submit a request to the Dean for temporary graduate faculty status. This

information must be entered into the Online Faculty Hiring System by the Director of

Financial Affairs for approval by the Provost.

5. Adjunct faculty members are entitled to limited university benefits. Adjunct faculty

members may use the University Health Service for injuries incurred in the conduct of

university responsibilities. Adjunct faculty should obtain UA Action Cards which entitles

the holder to certain privileges.

6. Program faculty, the program coordinator, and the Department Head must approve all

adjunct appointments. Adjuncts appointed to teach College of Education courses must be reappointed annually. Note: Adjunct faculty approved to supervise internships and

practicums must be reviewed for reappointment every three years.

7. When it is necessary to hire an adjunct faculty member to teach, the individual must

submit an up-to-date vita and other information that a program may wish to review.

Adjuncts who have taught in the past should submit copies of their teaching evaluations

along with their vita.

**What Policy is Connected?** UA Faculty Handbook, Chapter 2, Section II-H

**Scope:** College of Education Faculty