

Adjunct Faculty Appointments

Role of Adjunct Faculty

Adjunct faculty are generally P & S staff members within the University or professionals in the local community whose areas of expertise are insufficiently represented on the faculty; they ordinarily hold the terminal degree in the field. Adjunct faculty appointments are particularly valuable when they make use of the experience of professionals to enhance academic instruction. Adjunct faculty may provide instruction in courses for academic credit, supervise clinical or practicum experiences, or support the teaching of others.

Appointment to Adjunct Faculty Status

Adjunct faculty appointments carry faculty rank (adjunct instructor; adjunct assistant, associate, and full professor); the expectations at each rank are similar to those for the same rank of either the tenure or clinical track. An adjunct faculty appointment may be for a specified term of salaried instruction (e.g., one semester) at less than 50% effort or may be a non-salaried, renewable-term appointment of one to three years.

Review of Adjunct Faculty

The teaching of an adjunct faculty member is reviewed during every academic year in which he or she has classroom duties. The review includes student evaluations of teaching, evaluation of syllabi and other course materials, and (in some years) classroom evaluation as needed.

Adjunct Appointments in the Graduate College

Adjunct faculty are not automatically members of the graduate faculty. To appoint an individual to graduate faculty status for a specific period or purpose (such as service on a thesis committee), the department applies to the Graduate College.

Promotion of Adjunct Faculty

An adjunct faculty member, whether on salary or not, may be recommended for promotion, during the regular promotion cycle, if the record of professional activity justifies a change in rank. The promotion dossier for adjunct faculty requires the following:

- 1) an updated CV
- 2) copies of any teaching evaluations and information about teaching quantity since

appointment or last promotion

- 3) a brief (1-2 page) personal statement of teaching responsibilities, scholarship, and/or service responsibilities (if applicable)
- 4) two to three letters of review (these may include letters from UI faculty from different units)

The dossier will then go to the DCG for review and vote. The DCG will write a brief report of their recommendation to the DEO. The DEO will then write a letter to the Dean giving the justification for the promotion. The Dean will then write a letter to the Provost which should include a summary and recommendation.

The candidate should be informed of the recommendations at the conclusion of both the departmental and collegiate reviews and given the opportunity to respond to errors of fact in the DEO or Dean's letters. The Office of the Provost approves promotion only where there is explicit evidence of departmental action and a letter of endorsement from the Dean.