

Adjunct Faculty Policies and Procedures at UMBC

Applicability

The following information applies to adjunct faculty at UMBC who are employed to provide instructional services, 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.

Recruitment and Selection of Adjunct Faculty

UMBC employs adjunct faculty who are qualified to accomplish the teaching and learning goals of the institution. 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 re-assignment 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 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).

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.

Departmental Annual Evaluation of Adjunct Faculty Performance

Departments evaluate adjunct faculty performance on an annual basis in a manner that identifies high-level 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, 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 upon request.

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 Steering 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 Provost and President. During the academic year, the Adjunct Faculty Steering Committee will work closely with the Faculty Senate Executive Committee to determine an appropriate adjunct faculty structure for participation within the UMBC Faculty Senate.

Adjunct Faculty Ranks: Adjunct I and Adjunct II

Upon initial appointment at UMBC, all adjunct faculty members will hold the rank of Adjunct Faculty I. 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. 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.

Procedures, Timelines and Eligibility Criteria for Promotion to Adjunct 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. Adjunct faculty members employed in Fall 2011 who wished to be reviewed for promotion to the rank of Adjunct II must submit the "Promotion to Adjunct II Request Form" to their Department Chair by October 28, 2011. Adjunct faculty members employed in Spring 2012 must submit the form to their Department Chair by February 15, 2012. 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 May 30, 2012. 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 of August 23, 2012.