

TEMPLE UNIVERSITY

BOARD OF TRUSTEES

POLICIES AND PROCEDURES MANUAL

Title: Adjunct Faculty
Policy Number: 02.72.11
Issuing Authority: Office of the President
Responsible Officer: Provost

Date Created: July 1, 2003
Date Last Amended/Reviewed: March 19, 2010
Date Scheduled for Review: March 19, 2015
Reviewing Office: Senior Vice Provost for Faculty Development and Faculty Affairs

Scope of Policy & Rationale:

Purpose

Adjunct faculty members supplement the work of the full-time faculty by providing expertise in specialized areas and flexibility in meeting the University's instructional needs. They also provide the opportunity for individuals with specialized knowledge, experience or skills to participate in academic life. This policy does not create a new category of faculty appointments, but rather provides policies and procedures for the long-established category of adjunct faculty.

Definitions

Adjunct faculty are persons appointed to conduct the teaching, scholarship or creative work, and/or service activities of the University on a less than full-time basis. Such faculty members serve at the discretion of the dean of the school or college.

Persons may be appointed as adjunct faculty members with or without compensation. A pro bono adjunct faculty member is a professional who, for civic, charitable or humanitarian reasons, and without expectation of compensation, volunteers his/her time to teach or perform research or service for the University. Such a person should receive a letter of appointment and be recorded in University systems as an adjunct faculty member.

Policy Statement

- I. Scope and Duration of Appointment

1. A person may be appointed as an adjunct faculty member to engage in teaching, scholarship or creative work, or service activities or a combination of those responsibilities.
2. An adjunct faculty appointment is less than a full-time appointment. Except at Temple's foreign campuses, a person cannot be appointed as an adjunct faculty member by all University units combined for more than half-time work, which is defined as (a) two courses that in a single semester may not exceed eight course credit hours of teaching, or (b) 20 hours per week of other effort over the course of a single semester, or (c) a combination of coursework and other effort that does not exceed 20 hours per week.
3. An appointment as an adjunct faculty member is normally for one semester and is renewable on a semester-by-semester basis. For curricular reasons, an appointment as an adjunct faculty member may be made for longer periods of time. Adjunct faculty or pro bono adjunct faculty whose responsibilities are supervision of students at practice or clinical sites may be appointed for twelve-month periods beginning on July 1 of each year.

II. Limitations

1. A member of the full-time faculty may not also hold appointment as an adjunct faculty member. Appointments of full-time faculty to additional or supplemental assignments must follow established University policies on overload assignments.
2. A Temple University student who assumes teaching duties should be appointed as a teaching or research assistant and may not be appointed as an adjunct faculty member.
3. A person holding a full-time non-faculty employment in the University may be appointed as an adjunct faculty member with the approval of his/her supervisor and the Provost or his/her designee. Normally full-time non-faculty employees may not teach during regular working hours and are limited to one course per semester.

III. Authority to make adjunct faculty appointments and letters of appointment.

- a. Each adjunct faculty member shall receive a letter of appointment specifying his/her duties and establishing his/her compensation, if any. All letters shall be the standard letter of appointment prescribed by the Provost's Office and shall include a copy of this policy and a reference to the website where the adjunct faculty handbook can be found.
- b. Appointments of adjunct faculty members are normally made by the deans of the respective schools and colleges. In a unit for which there is no dean,

appointments of adjunct faculty members may be made by the unit's director with the letter of appointment cosigned by the Provost.

- c. Appointments of adjunct faculty members must be made prior to the beginning of the semester or before any non-teaching assignment begins. Any adjunct faculty appointment with teaching made after the beginning of a semester must have the appointment letter cosigned by the Provost.

IV. Adjunct faculty titles and qualifications.

1. Persons appointed as adjunct faculty members shall be appointed to one of the following titles: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. A person whose appointment meets the definition of adjunct faculty, but whose responsibilities include the supervision of students at clinical sites or in clinical activities, may be appointed as Adjunct Clinical Instructor, Adjunct Clinical Assistant Professor, Adjunct Clinical Associate Professor, or Clinical Professor. Qualifications for adjunct faculty rank with a "clinical" designation shall be the same as delineated below. When used in documents or correspondence, these titles are to be written in full.
2. Normally a person should hold an appropriate terminal degree for appointment as an adjunct faculty member. However, in those cases in which a person has extraordinary expertise, qualifications and/or credentials in the field of intended appointment, he/she may be appointed as an adjunct faculty member without such a degree.
3. A person may be appointed as Adjunct Instructor who has a bachelor's degree, master's degree or equivalent qualifications.
4. A person may be appointed as Adjunct Assistant Professor who has a master's degree or appropriate terminal degree or equivalent qualifications.
5. A person may be appointed as Adjunct Associate Professor who has the qualifications necessary for Adjunct Assistant Professor and has substantial experience in teaching, scholarship or creative work, or service in the intended field of appointment, and such experience is pertinent to the duties he/she will perform as an adjunct faculty member.
6. A person may be appointed as Adjunct Professor who has the qualifications necessary for appointment as Adjunct Associate Professor and who has a substantial reputation in his/her 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 his/her field of endeavor.

7. A person appointed to offer music lessons to students and who is paid according to the number of lessons given is an adjunct faculty member and subject to this policy. Such a person may be given the title of Artist-in-Residence. He or she may be compensated on the basis of the number of lessons offered and at a compensation rate based on the artist's professional attainment as recommended by the Dean of the Boyer College of Music and Dance and approved by the Provost.

V. Compensation

1. Persons may be appointed as an adjunct faculty member with or without compensation. If appointed with compensation, compensation shall be set at an appropriate level in concert with guidelines to be reviewed annually and posted by July 1st for each upcoming academic year. If appointed as a pro bono adjunct faculty member, he/she should receive a standard letter of appointment.
2. Compensation should take into consideration: 1) salary minima; 2) the nature of the assignment and 3) the units of effort assigned in the letter of appointment. Each unit of effort may be one of the following: 1) course credit hours; 2) clock hours of research, teaching and/or service, or 3) a specified work product.
3. When assigning rank and compensation, appointing units are encouraged to recognize the experience and effectiveness of adjunct faculty members and to reflect academic or professional attainments pertinent to their work as adjunct faculty members.
4. For those adjunct faculty members who commute to a location with University-operated parking solely to perform their adjunct duties, appointing units must offer a parking pass for the number of days of instruction assigned during the semester or an equivalent allowance.
5. The above compensation guidelines do not apply to adjuncts who teach on foreign campuses.

VI. Professional Assistance for Adjunct Faculty

1. Each person appointed as an adjunct faculty member to teach shall receive from the appointing unit, a reasonable time before the beginning of his/her teaching assignment, a copy of the textbook(s) and other required instructional materials for the course(s) he/she will teach. Alternatively, the appointing unit may provide an equivalent allowance for the purchase of the book(s) and materials.
2. Each person appointed as an adjunct faculty member to teach shall receive from the appointing unit, a reasonable time before the beginning of his/her teaching assignment, a copy of the standard course syllabus to be used in the course. If

there is no standard course syllabus, then the appointing unit shall provide one or more of the following: the syllabus for the course when it was recently taught, the course description and/or outline that was presented at the time the course was approved by the academic unit, and/or a reasonably full statement of the course's purposes and objectives within the curriculum of the appointing unit. For specialized content areas in which the adjunct faculty member creates a new syllabus, the school/college must have procedures for review and approval of the syllabus.

3. Adjunct faculty members should be provided with copies of or access to university policies and systems (e.g., Temple University email account and Blackboard) relevant to their assignments. The Temple University email account will be used as an official means of communication to adjunct faculty members.
4. At least once each semester, the appointing unit or the college/school shall offer an orientation program for adjunct faculty members who have teaching assignments. These sessions should include, at a minimum, review of the adjunct faculty handbook issued by the Provost's Office, pertinent instructional policies of the university and the unit, resource offices to which students may be referred (e.g., Tuttleman Counseling Services, University Writing Center), and the resources in the college and university to assist faculty (e.g., Teaching and Learning Center).
5. If resources permit, schools and colleges are encouraged to provide offices, telephones, computers, and similar support to all adjunct faculty members.
6. The department chair or dean must arrange each semester for an evaluation of the teaching of adjunct faculty members who have teaching assignments. This evaluation shall include any University and/or college/school standard evaluation of teaching by students and also may include class visitation by senior members of the faculty or academic administrators. The purpose of these evaluations is to assist the faculty member in improving his/her teaching, but such evaluations may also be used to determine whether an adjunct faculty member should be appointed in subsequent semesters.

VII. Responsibilities of Adjunct Faculty

1. Adjunct faculty members are governed by the instructional and other policies of Temple University – including, but not limited to, policies on discrimination and harassment, academic freedom and misconduct in research – that apply to their work at Temple University.
2. Adjunct faculty members with teaching responsibilities should consult the Policy on Faculty Office Hours (Policy #02.78.12) for guidance and requirements

regarding office hours and the Policy on Course Syllabi (Policy #02.78.13) regarding necessary elements of syllabi.

3. Adjunct faculty members with teaching responsibilities should carefully adhere to University established deadlines for the submission of student grades and/or other evaluations of student performance as applicable.
4. Adjunct faculty members may use their Temple University faculty title as a form of identification in their professional or academic endeavors; and they are encouraged to do so in presentations, papers, publications, and other creative or scholarly works. Adjunct faculty are not authorized to use their faculty titles to purport to represent Temple University, or to seek or solicit clients, business relationships, or other economic arrangements, or to advocate or endorse causes that are not part of their University-related academic assignments.

Notes

1. Dates of official enactment and amendments:

Adopted by the President on February 6, 2003. Effective on July 1, 2003.

Revised by the President on March 19, 2010.

2. History:

None

Initial Policy Effective Date:

July 1, 2003

Last Amended:

March 19, 2010

3. Cross References/Appendix:

Policy #02.78.12, Presidential Policy on Faculty Office Hours;

Policy #02.78.13, Policy on Course Syllabi;

Policy #02.78.14; Policy on Course and Teaching Evaluations;

Policy #02.78.15, Policy on Academic Progress in Lower Division Courses