




# UNIVERSITY OF MARYLAND

UNIVERSITY SENATE

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## SENATE LEGISLATION APPROVAL

<b>Date:</b>	February 12, 2015
<b>To:</b>	Wallace D. Loh
<b>From:</b>	Donald Webster Chair, University Senate 
<b>Subject:</b>	Update Adjunct 1 & 2 Classification Policy
<b>Senate Document #:</b>	13-14-15

I am pleased to forward for your consideration the attached legislation entitled, "Update Adjunct 1 & 2 Classification Policy." Devin Ellis, Chair of the Faculty Affairs Committee (FAC), presented the proposal. The University Senate approved the proposal at its February 11, 2015 meeting.

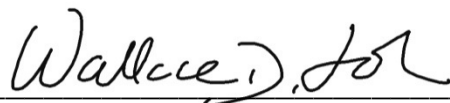
We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: Update Adjunct 1 & 2 Classification Policy  
Senate Document # 13-14-15

DW/rm

Cc: Mary Ann Rankin, Senior Vice President for Academic Affairs & Provost  
Reka Montfort, Executive Secretary and Director, University Senate  
Juan Uriagereka, Associate Provost for Faculty Affairs  
Michael Poterala, Vice President for Legal Affairs and General Counsel  
Janet Turnbull, Office of Legal Affairs  
Elizabeth Beise, Associate Provost for Academic Planning & Programs  
Sylvia B. Andrews, Academic Affairs

Approved: \_\_\_\_\_

  
Wallace D. Loh  
President

Date: 02-20-2015



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	13-14-15
<b>Title:</b>	Update Adjunct 1 & 2 Classification Policy
<b>Presenter:</b>	Devin Ellis, Chair, Senate Faculty Affairs Committee
<b>Date of SEC Review:</b>	January 21, 2015
<b>Date of Senate Review:</b>	February 11, 2015
<b>Voting (highlight one):</b>	1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
<b>Statement of Issue:</b>	<p>In December 2013, a proposal was submitted to the Senate Executive Committee (SEC) to consider amendments to the University of Maryland Policy on the Employment of Adjunct Faculty (II-1.07[A]) to modify the eligibility requirements for Adjunct Faculty II status. Current policy requirements for Adjunct Faculty II status exclude from consideration courses taught in the winter and summer terms or at times outside of the traditional academic calendar. In January 2014, the SEC charged the Senate Faculty Affairs Committee with reviewing the proposal and with considering whether changes to the criteria for designating Adjunct Faculty II status would be appropriate.</p>
<b>Relevant Policy # &amp; URL:</b>	II-1.07(A) UMD Policy on the Employment of Adjunct Faculty <a href="http://www.president.umd.edu/policies/docs/II-107A.pdf">http://www.president.umd.edu/policies/docs/II-107A.pdf</a>
<b>Recommendation:</b>	<p>The Senate Faculty Affairs Committee recommends that the University of Maryland Policy on the Employment of Adjunct Faculty (II-1.07[A]) be amended to reflect the proposed language as shown in Appendix 1, to revise the definition of adjunct faculty and the eligibility criteria for Adjunct Faculty II status, and to institute the ability of unit heads to recommend designation of Adjunct Faculty II status in exceptional cases.</p>
<b>Committee Work:</b>	<p>The Faculty Affairs Committee (FAC) considered its charge in fall 2014. The FAC reviewed the charge and proposal, met with the proposers, and considered the history of adjunct faculty policies in the USM and at UMD. The FAC consulted with the Office of Faculty Affairs and the Office of Legal Affairs during its review.</p> <p>The FAC considered whether the definitions and criteria set forth in the UMD policy appropriately serves the needs of adjunct faculty at UMD. The FAC considered amendments intended to</p>

	<p>expand the policy definition of adjunct faculty, revise the eligibility criteria for Adjunct Faculty II status, and give units flexibility to award Adjunct Faculty II status in exceptional cases.</p> <p>As it considered the definitions of adjunct faculty, the FAC learned that some adjunct faculty cannot be covered by the policy because the State of Maryland's payroll system prevents adjunct faculty who teach courses that are not offered on the traditional semester schedule from being entered into the payroll system on a salaried appointment. The FAC voted to amend the definition of adjunct faculty within the UMD policy to include these faculty who meet all other components of the definition of adjunct faculty but who are given hourly appointments because of limitations of the payroll system.</p> <p>The FAC reviewed the eligibility requirements for Adjunct Faculty II status and considered the credit threshold as well as the exclusion of credits taught in winter and summer terms. The FAC could find no compelling reason why credits taught during the summer and winter terms should be valued any less than courses taught during traditional academic semesters. The FAC voted to remove the exclusion of summer and winter terms to allow adjunct faculty who play a critical role in departments during these non-traditional terms to apply these credits towards eligibility. The FAC also voted to lower the threshold of credits to 30 credits within five years.</p> <p>Additionally, the FAC agreed that there may be cases of deserving adjunct faculty who do not meet the UMD policy criteria. The FAC considered whether the policy could be amended to allow units to recognize these faculty while still ensuring that the status was not granted arbitrarily. The FAC voted to propose amending the policy to give units the flexibility to recommend Adjunct Faculty II status in exceptional cases for adjunct faculty who may not meet all University policy criteria but who satisfy all criteria determined by the unit itself.</p>
<b>Alternatives:</b>	The Senate could reject the proposed amendments to the UMD policy. However, the University would lose the opportunity to adequately recognize the roles and contributions of adjunct faculty to the institution.
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	Minimal financial implications may be associated with new designations of Adjunct Faculty II status under revised criteria.
<b>Further Approvals Required:</b>	Senate approval, Presidential approval.

# **Senate Faculty Affairs Committee**

## **Senate Document #13-14-15**

### **Update Adjunct 1 & 2 Classification Policy**

**January 2015**

#### **BACKGROUND**

In December 2013, a proposal was submitted to the Senate Executive Committee (SEC) to consider amendments to the University of Maryland Policy on the Employment of Adjunct Faculty (II-1.07[A]) to modify the eligibility requirements for Adjunct Faculty II status. The proposal noted that the current policy requirements for Adjunct Faculty II status exclude from consideration deserving faculty who teach courses in the winter and summer terms or at times outside of the traditional academic calendar. In January 2014, the SEC charged the Senate Faculty Affairs Committee with reviewing the proposal and with considering whether changes to the criteria for designating Adjunct Faculty II status would be appropriate (Appendix 3).

#### **CURRENT PRACTICE**

The University of Maryland Policy on the Employment of Adjunct Faculty (II-1.07[A]) defines adjunct faculty in II.A. of the policy as those “faculty who are:

1. Employed to provide instructional services;
2. Neither tenured nor eligible for tenure; and
3. Appointed to teach specific courses and compensated either
  - i. on a course-by-course basis or
  - ii. on a salaried appointment at less than 50% FTE and are ineligible for health benefits.”

The vast majority of adjunct faculty are currently designated as Adjunct Faculty I, but the policy establishes criteria for certain faculty to be designated as Adjunct Faculty II. In III.B. of the policy, the criteria indicate that eligible adjunct faculty:

1. “Are currently teaching in the department;
2. Have taught a minimum of 36 credits at the University within the past 5 academic years (excluding summer and winter terms); and
3. Are supported by a series of high-level performance evaluations.

“Adjunct Faculty II” status shall be granted upon the recommendation of the department or unit chair and Dean, subject to approval by the Provost.”

#### **COMMITTEE WORK**

The Faculty Affairs Committee (FAC) began its review of the charge at its meeting on September 11, 2014. The FAC reviewed the charge and proposal, and considered the history of adjunct faculty policies at UMD. The FAC consulted with representatives of the Office of Faculty Affairs and the Office of Legal Affairs throughout its review.

The FAC reviewed the University System of Maryland (USM) Policy on the Employment of Adjunct Faculty (II-1.07) and reviewed past Senate action related to the University's policy (Senate Document # 11-12-06, Appendix 2). The USM policy was approved during the 2010-2011 academic year, as part of a larger effort to improve the conditions of adjunct faculty at all USM institutions. The policy was established to create baseline standards for adjunct faculty searches, appointments, and contracts, and to require that adjunct faculty be provided with certain resources, such as email addresses, office space, and access to photocopying. In reviewing the policy, the FAC noted that while the USM policy set specific criteria, particularly related to Adjunct Faculty II status, the policy also included a stipulation that each individual institution may adopt alternative criteria as long as it is not more restrictive than the criteria set forth in the USM policy. As such, the FAC focused much of its review on whether the criteria set forth in the USM and UMD policies are appropriate for use at UMD, or whether changes should be made to more adequately serve the needs of adjunct faculty at this institution.

During its review, the FAC met with the original proposers to better understand the motivation behind the proposal and to learn more about the perspectives and experiences of adjunct faculty. The proposers explained that the intent of the proposal was in part to allow and encourage adjunct faculty to be more engaged in the life of the University. They noted that while the benefits of Adjunct Faculty II status are important, the symbolic significance of Adjunct Faculty II status is critical as well, in that it demonstrates that the faculty and administrators of the department value the work of the adjunct faculty member. The proposers explained that adjunct faculty play an important role in working with non-traditional students, in mentorship of students, and in promoting lifelong learning through their work with executive and continuing education programs at UMD.

The proposers explained a few key concerns with the policy on adjunct faculty and its implementation at UMD. They shared their concerns related to the exclusion of executive program courses and courses in the summer and winter terms that cannot count towards Adjunct Faculty II status. They explained that among adjunct faculty, there is often much ambiguity about how the policy works, in part because the underlying administrative mechanisms used to appoint adjunct faculty do not align well with existing system or university policy. During traditional fall and spring semesters, when teaching full 3-credit courses, adjunct faculty can be given salaried appointments at less than 50% full-time employment (FTE), as envisioned in policy. However, during summer and winter terms or when teaching non-traditional classes, such as those in executive education programs, the human resources infrastructure of the university does not allow for salaried appointments. In those instances, adjunct faculty are appointed as hourly employees. Courses taught while on an hourly appointment cannot count towards qualification for Adjunct Faculty II status, since the faculty member is not salaried.

Additionally, the proposers raised concerns that since the policy is implemented by staff within each department, implementation of any policy changes may be difficult. The proposers suggested drafting policy language that would be easily interpreted, and asked that the committee consider whether a communication plan related to the changes as well as to the role of adjunct faculty on campus and the details related to Adjunct Faculty II status would assist in implementation.

As it considered the definitions of adjunct faculty and eligibility for Adjunct Faculty II status, representatives of the Office of Faculty Affairs provided the FAC with detailed information on adjunct faculty at UMD. The FAC learned that there are likely between 350 and 400 individuals within the policy definition of adjunct faculty in any given semester at UMD. However, there are additional faculty members who do not currently fall within the policy definition of adjunct faculty because they are not salaried employees, as discussed above. Because of limitations within the State of Maryland's payroll system, adjunct faculty who teach courses that are not offered on the traditional semester schedule cannot be entered into the payroll system on a salaried appointment. There are likely 100 to 150 faculty members with hourly appointments in a given semester.

The FAC discussed the system limitations that cause these faculty to be given hourly appointments at great length, and through discussion with representatives of the Office of Faculty Affairs and of University Human Resources, the FAC recognized that the system could not be altered to allow for these faculty to be appointed as salaried employees. The FAC also agreed, however, that the policy did not anticipate technical constraints which would make it impossible for individuals carrying out the same duties at different times of year to be appointed in the same status, and therefore the difference was both unintentional and artificial. After much consideration, the committee agreed that the definition of adjunct faculty within the UMD policy should be amended to include faculty who meet all other components of the definition of adjunct faculty but who are given hourly appointments because of limitations of the payroll system. After consultation with the Office of Legal Affairs, the FAC agreed to add a new stipulation under the applicability section of the policy (II.A.iii.) to include faculty who are compensated “on a basis whereby the faculty member is ineligible for employer-subsidized health benefits” to include hourly adjunct faculty.

The FAC considered the distinction between designations of adjunct faculty and benefits of Adjunct Faculty II status. Adjunct Faculty II status gives priority assignment to courses faculty have taught in the past. Adjunct Faculty II are also eligible for longer-term contracts and receive a compensation increment once a year. The amount of this increment is set by the Senior Vice President and Provost, and is generally ten percent of the lowest per-course payment on campus. In fiscal year 2014, the amount of the increment was \$325 per annum. The compensation increment is not added to the salary of an adjunct faculty member, but is an extra non-standard payment given once during the academic year for faculty members who are designated as Adjunct Faculty II.

In examining the criteria for Adjunct Faculty II status, the committee considered whether the exclusion of credits taught in the winter and summer terms was appropriate. The FAC could find no compelling reason why credits taught during the summer and winter terms should be considered any less of a contribution to the teaching mission of the university or of the department than courses taught during traditional academic semesters. The FAC further recognized that many adjunct faculty members are relied upon by departments to teach during the summer and winter terms, and agreed that the parenthetical “(excluding summer and winter terms)” in III.B.2. of the policy should be removed so that adjunct faculty who play a critical role in departments during these non-traditional terms can apply these credits towards eligibility for Adjunct Faculty II status.

The FAC also debated at length how many credits a faculty member should have taught in order to be eligible for Adjunct Faculty II status. Currently, an adjunct faculty member must teach 36 credits within five years in order to be eligible for Adjunct Faculty II status. The FAC considered whether this was reasonable, since to meet the criteria, a faculty member would need to teach more than two three-credit courses each year for five years. Members noted that there may be deserving adjunct faculty who only teach one or two courses each year, who would likely never become eligible for Adjunct Faculty II status. After much discussion, in order to provide additional flexibility while upholding the principle of requiring a significant commitment over a defined period of time, the FAC agreed to propose amending the requirement to be 30 credits within five years, which could equate to one course per semester each year or two courses per academic year.

Finally, the FAC agreed that there may be cases in which an adjunct faculty member is felt to be clearly deserving of Adjunct Faculty II status by her or his unit administrators, but does not meet every aspect of the criteria as stipulated in the UMD policy. Members gave examples of adjunct faculty who are relied upon by departments every year to teach a highly technical or otherwise critical course that is a core component of a program, but who only teach that one course each year. Other members noted that some adjunct faculty play a significant role within departments through their work with students, but do not

teach enough courses to be eligible for Adjunct Faculty II status. Members also referenced those individuals who are leading scholars in their fields, busily employed elsewhere, but have consistently made time to teach unique or important courses at UMD. The FAC considered whether the policy could be amended to allow units to recognize these faculty while still ensuring that the status was not granted arbitrarily. The FAC noted that each unit should have procedures for evaluation of adjunct faculty and for recommending Adjunct Faculty II status. After much discussion, the FAC determined that satisfaction of the unit's criteria should be a necessary component of recommending Adjunct Faculty II status, and voted to propose amending the policy to give units the flexibility to recommend Adjunct Faculty II status in exceptional cases for any faculty member who may not meet all the criteria as stated in university policy but who satisfies all criteria set forth by the unit.

In addition to these substantive changes to the policy, the FAC agreed on two additional technical amendments. While reviewing the criteria for Adjunct Faculty II status, the FAC considered how adjunct faculty are evaluated. The FAC found that the components of evaluations for adjunct faculty as described in VI.C. of the policy are appropriate, but the FAC agreed that the stipulation requiring high-level performance evaluations (in III.B.3. of the policy) should include a reference to the components described in VI.C. Additionally, the FAC noted that the list of titles adjunct faculty may hold should be updated to include new professional track faculty titles recently approved for use at UMD. To include these titles and to allow for inclusion of any titles that may be approved in the future, the FAC voted to include a reference to the titles defined in the University of Maryland Policy on Professional Track Faculty (II-1.00[G]) to complete the list of titles adjunct faculty may hold.

## **RECOMMENDATION**

The Senate Faculty Affairs Committee recommends that the University of Maryland Policy on the Employment of Adjunct Faculty (II-1.07[A]) be amended to reflect the proposed language as shown below and in Appendix 1, to revise the definition of adjunct faculty and the eligibility criteria for Adjunct Faculty II status, and to institute the ability of unit heads to recommend designation of Adjunct Faculty II status in exceptional cases.

## **PROPOSED AMENDMENTS TO THE UNIVERSITY OF MARYLAND POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY (II-1.07[A])**

### **II. APPLICABILITY**

- A. This policy applies to adjunct faculty defined as faculty who are:
  - 1. Employed to provide instructional services;
  - 2. Neither tenured nor eligible for tenure; and
  - 3. ~~Appointed~~ **Approved** to teach specific courses and compensated ~~either~~
    - i. on a course-by-course basis or
    - ii. on a salaried appointment at less than 50% FTE ~~or and are ineligible for health benefits.~~
    - iii. **on a basis whereby the faculty member is ineligible for employer-subsidized health benefits.**
- B. Policies for Salaried Part-Time, Non-Tenure Track Faculty. Part-Time, Non-Tenure Track (PTNTT) faculty who are appointed to salaried positions at 50% FTE or more are not included as “adjunct faculty” for the purposes of this policy, and are covered instead by II-1.00(F) University of Maryland Policy on Full-Time and Part-Time Non-Tenure Track Instructional Faculty.

### III. CATEGORIES OF ADJUNCT FACULTY

For the purposes of this policy, adjunct faculty shall be designated as one of the following:

- A. “Adjunct Faculty I”: All adjunct faculty, except those faculty members who have been designated by an institution as “Adjunct Faculty II”;
- B. “Adjunct Faculty II”: ~~Adjunct faculty members who have been determined by the University to have a consistent record of high-quality instruction.~~ Upon the written request of the faculty member to the department chair or unit head, the University shall consider granting Adjunct Faculty II status to adjunct faculty who **have a consistent record of high-quality instruction.** **Adjunct Faculty II shall** have met the following criteria:
  - 1. Are currently teaching in the department;
  - 2. Have taught a minimum of ~~306~~ credits at the University within the past 5 academic years ~~(excluding summer and winter terms)~~; and
  - 3. Are supported by a series of high-level performance evaluations, **as described in VI.C. below.**

**In exceptional cases, a unit head may also recommend faculty who have a consistent record of high-quality instruction but do not meet all of the above criteria for consideration, provided they meet the criteria set forth in the unit’s Adjunct implementation plan.**

“Adjunct Faculty II” status shall be granted upon the recommendation of the department or unit chair and Dean, subject to approval by the Provost.

### IV. ADJUNCT FACULTY POSITION TITLES

Adjunct faculty who are designated as Adjunct Faculty I or Adjunct Faculty II by the University may hold the titles of Lecturer, Senior Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, ~~or~~ Adjunct Professor, **or any other professional track faculty titles as defined in the University of Maryland Policy on Professional Track Faculty (II-1.00[G]).**

### APPENDICES

Appendix 1 – Proposed Revisions to the University of Maryland Policy on the Employment of Adjunct Faculty (II-1.07[A])

Appendix 2 – Past Senate Action: Senate Document # 11-12-06, Policies on the Employment of Adjunct Faculty

Appendix 3 – Charge from the Senate Executive Committee on Update Adjunct 1 & 2 Classification Policy



# APPENDIX 1 - PROPOSED REVISIONS TO THE UNIVERSITY OF MARYLAND POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY (II-1.07[A])

## II-1.07(A) UNIVERSITY OF MARYLAND POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY

(Interim Policy approved by the President August 30, 2011 pending University Senate Action; Approved by the President March 13, 2012)

### I. POLICY STATEMENT

This policy is designed to establish baseline standards for the University related to search processes, appointments, contracts and conditions of employment for adjunct faculty. The goal of the policy is to assure a high quality of instruction by individuals with appropriate credentials and experience and to facilitate a continuous improvement in the status of adjunct faculty at the University.

### II. APPLICABILITY

A. This policy applies to adjunct faculty defined as faculty who are:

1. Employed to provide instructional services;
2. Neither tenured nor eligible for tenure; and
3. ~~Appointed~~ **Approved** to teach specific courses and compensated ~~either~~
  - i. on a course-by-course basis or
  - ii. on a salaried appointment at less than 50% FTE ~~or and are ineligible for health benefits.~~
  - iii. **on a basis whereby the faculty member is ineligible for employer-subsidized health benefits.**

B. Policies for Salaried Part-Time, Non-Tenure Track Faculty. Part-Time, Non-Tenure Track (PTNTT) faculty who are appointed to salaried positions at 50% FTE or more are not included as “adjunct faculty” for the purposes of this policy, and are covered instead by II-1.00(F) University of Maryland Policy on Full-Time and Part-Time Non-Tenure Track Instructional Faculty.

### III. CATEGORIES OF ADJUNCT FACULTY

For the purposes of this policy, adjunct faculty shall be designated as one of the following:

- A. “Adjunct Faculty I”: All adjunct faculty, except those faculty members who have been designated by an institution as “Adjunct Faculty II”;
- B. “Adjunct Faculty II”: ~~Adjunct faculty members who have been determined by the University to have a consistent record of high-quality instruction.~~ Upon the written request of the faculty member to the department chair or unit head, the University shall consider granting Adjunct Faculty II status to adjunct faculty who **have a consistent record of high-quality instruction.** **Adjunct Faculty II shall** have met the following criteria:
1. Are currently teaching in the department;
  2. Have taught a minimum of ~~306~~ credits at the University within the past 5 academic years ~~(excluding summer and winter terms);~~ and
  3. Are supported by a series of high-level performance evaluations, **as described in VI.C. below.**

**In exceptional cases, a unit head may also recommend faculty who have a consistent record of high-quality instruction but do not meet all of the above criteria for consideration, provided they meet the criteria set forth in the unit’s Adjunct implementation plan.**

“Adjunct Faculty II” status shall be granted upon the recommendation of the department or unit chair and Dean, subject to approval by the Provost.

#### IV. ADJUNCT FACULTY POSITION TITLES

Adjunct faculty who are designated as Adjunct Faculty I or Adjunct Faculty II by the University may hold the titles of Lecturer, Senior Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, ~~or~~ Adjunct Professor, **or any other professional track faculty titles as defined in the University of Maryland Policy on Professional Track Faculty (II-1.00[G])**.

#### V. RECRUITMENT AND SELECTION OF ADJUNCT FACULTY

- A. Credentials. The University shall develop written standards for the academic degrees or professional certification and professional experience required for appointment as adjunct faculty. These standards may vary depending on the level of courses to be taught.
- B. Selection Procedures. The Provost shall assure that each college or hiring unit has in place written procedures for selecting adjunct faculty. Procedures shall include verification of credentials and shall reflect the University’s commitment to equal opportunity and affirmative action.

#### VI. PROFESSIONAL DEVELOPMENT AND WORKING CONDITIONS

- A. Support for Teaching. The University shall provide each Adjunct Faculty member with the support it determines to be necessary for the execution of the appointee’s duties, which may include access through the University’s website or other electronic resources, including the following:
  - 1. Information on the university, college, and department’s policies, requirements, learning outcomes and goals for each course, along with access to examples of past course syllabi (if available);
  - 2. Official schedule of classes, including academic calendar and time frames of class meetings;
  - 3. Assistance with textbook ordering and completing textbook compliance form.
  - 4. A University email account along with access to on-campus computing facilities; and
  - 5. For Adjunct Faculty teaching face-to-face classes on campus;
    - a. Telephone or other voice access, as appropriate;
    - b. Necessary office supplies;
    - c. Copying services for course materials; and
    - d. Appropriate space for meeting with students during scheduled office hours.
- B. Professional Development. To the extent feasible, professional development opportunities for new Adjunct Faculty shall include:
  - 1. Departmental orientation and overview
  - 2. Campus orientation
  - 3. Introduction to teaching resources
  - 4. Training in using UMEG, TESTUDO; ELMS and other course administration and learning instruction information technology.

Subsequent opportunities for development also will be provided to the extent feasible. Such opportunities may include invitations to departmental, college, University, and external faculty development events, mentoring from senior faculty, and support for attending academic

conferences.

- C. Performance Evaluation. The Senior Vice President and Provost will assure that each department has in place written procedures for evaluating Adjunct Faculty performance on a regular schedule, as required by BOR II-1.20 Policy on Evaluation of Performance of Faculty and II-1.20(A) UMCP Policy on Periodic Evaluation of Faculty Performance.

1. Among other things, performance evaluation procedures shall include student evaluations and faculty classroom visitation and observation.
2. Departments shall evaluate the teaching by Adjunct Faculty members on the same basis used to evaluate the teaching of tenure-track faculty members.
3. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, compensation, and any subsequent appointments are made.

## VII. Appointment, Designation and Assignment

### A. Appointment of Adjunct Faculty Members

1. Contracts and Letters of Appointment. Each Adjunct Faculty member, including both Adjunct Faculty I and Adjunct Faculty II, shall be provided a written contract or formal letter of appointment prior to the beginning of the assignment, which includes:
  - a. Position title;
  - b. Contract term;
  - c. Per-course compensation or salary rate and % FTE appointment;
  - d. Description of the assignment;
  - e. Institution benefits, if any;
  - f. Information regarding faculty policies and procedures, including performance evaluation policies;
  - g. Explanation of the implications of the cancellation of a course before the start date;
  - h. Information about eligibility for and benefits associated with designation of Adjunct Faculty II status;
2. Provisions for Adjunct Faculty II
  - a. After designation of "Adjunct Faculty II" status, a faculty member:
    - i. Shall be sent a letter of notification from the Dean's Office. The letter shall stipulate the benefits of designation of "Adjunct Faculty II" status, including provisions (2) through (4) below.
    - ii. Shall receive a compensation increment beginning the following year and continuing each year thereafter in the amount of at least 10% of the minimum, annual compensation for adjunct faculty at the University set by the Provost for that year, consistent with State and USM budget policies;
    - iii. Shall be given priority consideration, to the extent operationally feasible, among adjunct faculty for future teaching assignments in the subjects for which the adjunct faculty member has had consistent instructional experience at the University;
    - iv. May be eligible for longer-term appointments that assure the adjunct faculty member assignment to a fixed number of classes during the term of the appointment.
  - b. Designation of "Adjunct Faculty II" status does not prevent an adjunct faculty member from competition for or selection into a salaried part-time non-tenure-track or other faculty position.

3. Teaching Assignments. The appointing department shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes.
  - a. The University has the goal of providing such notice 45 days before the class start date, to the extent feasible. Nothing in this section shall prevent a department from making an adjunct faculty teaching appointment on short notice based on changed circumstances in class enrollments, the availability of resources, or other factors.
  - b. If the University has a fall or spring semester class to which an adjunct faculty member has been assigned that is cancelled less than 30 days prior to the class start date, and has been unable to offer the adjunct faculty member re-assignment to a comparable class, the University shall compensate the adjunct faculty member 10% of the payment amount specified in the contract or appointment letter for that class.

#### VIII. Compensation and Benefits

- A. Compensation. Every effort should be made to make adjunct faculty compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.
- B. Benefits for Adjunct Faculty. Adjunct faculty shall be entitled to receive institutional benefits as designated in their written contract or formal letter of appointment.
- C. Sabbatical and Terminal Leave. Adjunct faculty members are ineligible for sabbatical leave or for terminal leave, regardless of length of service.

#### IX. Grievance and Appointment Rights

- A. Grievance Procedure. Adjunct faculty shall have available the same grievance procedures as all other faculty, consistent with the USM Policy on Faculty Grievances, II-4.00 and UMCP Policy and Procedure Governing Faculty Grievances II-4.00(A).
- B. Process Related to the Termination of Adjunct Faculty. Prior to terminating an Adjunct faculty member's appointment before the end of its term, the faculty member shall be offered an opportunity to meet and discuss the matter at the level of the College or School. The University may remove the Adjunct faculty member from the classroom, provided, however, it shall continue to pay the Adjunct faculty member pending a reasonable opportunity to be heard.

#### X. Participation in the Campus Community

- A. Adjunct faculty members shall be invited, to the extent feasible, to participate in the scholarly, intellectual, academic, and social life aspects of the department, college and University.
- B. Shared Governance Participation: The University shall provide opportunities for adjunct faculty to communicate their concerns to campus administration, provide advice in the development and implementation of policies and procedures related to adjunct faculty, and otherwise participate fully in shared governance through participation in existing shared governance bodies, with sufficient numbers of positions designated for adjunct faculty to ensure their representation.

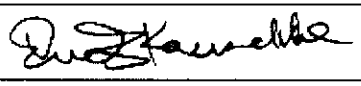


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### SENATE LEGISLATION APPROVAL

<b>Date:</b>	March 9, 2012
<b>To:</b>	Wallace D. Loh
<b>From:</b>	Eric Kasischke Chair, University Senate 
<b>Subject:</b>	Policies on the Employment of Adjunct Faculty
<b>Senate Document #:</b>	11-12-06

I am pleased to forward for your consideration the attached legislation entitled, "Policies on the Employment of Adjunct Faculty." Charles Fenster, Chair of the Faculty Affairs Committee, presented the proposal. The University Senate approved the proposal at its March 8, 2012 meeting.

We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: Policies on the Employment of Adjunct Faculty  
Senate Document # 11-12-06

EK/rm

Cc: Ann Wylie, Senior Vice President & Provost  
Reka Montfort, Executive Secretary and Director, University Senate  
Juan Uriagereka, Associate Provost for Faculty Affairs  
Terry Roach, Executive Assistant to the President  
Janet Turnbull, President's Legal Office  
Elizabeth Beise, Associate Provost for Academic Planning & Programs  
Sylvia B. Andrews, Academic Affairs

Approved: \_\_\_\_\_

Wallace D. Loh  
President

Date: \_\_\_\_\_

March 13, 2012



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	11-12-06
<b>PCC ID #:</b>	N/A
<b>Title:</b>	Policies on the Employment of Adjunct Faculty
<b>Presenter:</b>	Charles Fenster, Chair, Senate Faculty Affairs Committee
<b>Date of SEC Review:</b>	February 22, 2012
<b>Date of Senate Review:</b>	March 8, 2012
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. In a single vote</li> <li>3. To endorse entire report</li> </ol>
<b>Statement of Issue:</b>	<p>On October 3, 2010 the Board of Regents approved the USM II-1.07 Policy on the Employment of Adjunct Faculty, which required all institutions of the University System of Maryland (USM) to adopt and implement an adjunct faculty policy by September 1, 2011. Because of the short timeline, the University of Maryland's Office of Faculty Affairs developed an interim policy (II-1.07(A)) to satisfy the USM request. In addition, an amendment to the University of Maryland Policy on Full-Time and Part-time Non-Tenure Track Instructional Faculty policy (II-1.00(F)) was also approved on interim basis for clarification purposes.</p>
<b>Relevant Policy # &amp; URL:</b>	<a href="http://president.umd.edu/policies/ii107a.html">http://president.umd.edu/policies/ii107a.html</a> <a href="http://president.umd.edu/policies/II-100F.html">http://president.umd.edu/policies/II-100F.html</a>
<b>Recommendation:</b>	<p>The Faculty Affairs Committee (FAC) recommends that the new policy, UMCP Policy on the Employment of Adjunct Faculty II-1.07(A) be approved as it appears in Appendix 1. In addition, the FAC recommends that the amendment to the University of Maryland Policy on Full-Time and Part-Time Non-Tenure-Track Instructional Faculty policy II-1.00(F) be approved as it appears in Appendix 2.</p>
<b>Committee Work:</b>	<p>The FAC reviewed these policies during the Fall 2011 semester. The committee consulted with the Office of Faculty Affairs and the President's Legal Office to ensure that the proposed amendments were appropriate. The committee also held an open forum to get input from the affected adjunct faculty and reviewed similar policies at peer institutions. The FAC also</p>

	<p>reviewed suggestions from the Senate Executive Committee</p> <p>At its meeting on February 16, 2012, following deliberation, the FAC voted unanimously in favor of recommending the University make proposed amendments to both policies.</p>
<b>Alternatives:</b>	The University could use the USM policy, which only affects a small group of adjunct faculty on our campus.
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	Individual units will have to bear the cost of the compensation increment for those adjunct faculty I who are promoted to adjunct faculty II status.
<b>Further Approvals Required:</b>	Senate Approval, Presidential Approval.

# **Senate Faculty Affairs Committee**

**Senate Document 11-12-06**

## **Policies on the Employment of Adjunct Faculty**

**February 2012**

### **BACKGROUND:**

On October 3, 2010 the Board of Regents approved the USM II-1.07 Policy on the Employment of Adjunct Faculty, which required all institutions of the University System of Maryland (USM) to adopt and implement an adjunct faculty policy by September 1, 2011. Because of the short timeline, the University of Maryland's Office of Faculty Affairs developed an interim policy (II-1.07(A)) to satisfy the USM request. In addition, an amendment to the University of Maryland Policy on Full-Time and Part-time Non-Tenure Track Instructional Faculty policy (II-1.00(F)) was also approved on interim basis for clarification purposes.

The new policy is designed to establish baseline standards related to searches, appointments, contracts, and conditions of employment for adjunct faculty. Its goal is to assure the quality of instruction by individuals with appropriate credentials and experience and to facilitate a continuous improvement in their status at the University. The policy applies to non-tenure-track instructors appointed to teach specific courses who are (a) compensated on a course-by-course basis or (b) on a salaried appointment at less than 50% FTE and ineligible for benefits. The amendment to the existing policy ((II-1.00(F)) clarifies that that particular policy applies only to instructional faculty with appointments of 50% or more FTE.

The Senior Vice President and Provost, Ann Wylie, submitted a proposal for the Senate to conduct a thorough official review of the new interim policy (II-1.07(A)) as well as the amendment to the existing policy (II-1.00(F)) in August 2011.

### **COMMITTEE WORK:**

The Senate Faculty Affairs Committee (FAC) was charged (Appendix 3) by the Senate Executive Committee (SEC) with reviewing the proposal, "Policies on the Employment of Adjunct Faculty" on September 12, 2011 (Appendix 4). The SEC asked the FAC to review the proposed new policy and amendment to existing policy to determine whether they are appropriate.

The SEC asked the FAC to consult with the Office of Faculty Affairs and the Office of Legal Affairs. Dr. Juan Uriagereka, Associate Provost for Faculty Affairs, sits on the



FAC and provided input throughout the review process. A member of the University's Office of Legal Affairs was also consulted on the proposed revisions to the policy.

The FAC created a working group to determine any necessary revisions to the interim policy. In addition, the FAC held an open forum on November 15, 2011 to gather input from adjunct faculty whom the new policy would affect. The FAC also reviewed data from the Office of Institutional Research, Planning, and Assessment (IRPA) to better understand the total population that would be affected based on the revised guidelines that the working group was proposing. In addition, the committee reviewed similar policies at peer institutions and found that the proposed policy was in line or slightly better than what they currently have in place. The FAC also reviewed suggestions from the Senate Executive Committee (SEC)

### **RECOMMENDATIONS:**

At its meeting on February 16, 2012, the Faculty Affairs Committee voted unanimously in favor of recommending that the new policy, UMCP Policy on the Employment of Adjunct Faculty II-1.07(A) be approved as it appears in Appendix 1. In addition, the FAC recommends that the amendment to the University of Maryland Policy on Full-Time and Part-time Non-Tenure Track Instructional Faculty policy II-1.00(F) be approved as it appears in Appendix 2.

### **APPENDICES:**

- Appendix 1 – Recommended Policy Changes to the Interim UMCP Policy on the Employment of Adjunct Faculty II-1.07(A)
- Appendix 2 – Recommended Amendment to the University of Maryland Policy on Full-Time and Part-time Non-Tenure Track Instructional Faculty policy II-1.00(F)
- Appendix 3 – Charge from the Senate Executive Committee, September 12, 2011
- Appendix 4 – Policies on the Employment of Adjunct Faculty Proposal

## **APPENDIX 1**

### **Recommended Policy Changes to the Interim UMCP Policy on the Employment of Adjunct Faculty II-1.07(A)**

#### **II-1.07(A) UNIVERSITY OF MARYLAND POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY**

##### **I. POLICY STATEMENT**

This policy is designed to establish baseline standards for the University related to search processes, appointments, contracts and conditions of employment for adjunct faculty. The goal of the policy is to assure a high quality of instruction by individuals with appropriate credentials and experience and to facilitate a continuous improvement in the status of adjunct faculty at the University.

##### **II. APPLICABILITY**

- A. This policy applies to adjunct faculty defined as faculty who are:
  - 1. Employed to provide instructional services;
  - 2. Neither tenured nor eligible for tenure; and
  - 3. Appointed to teach specific courses and compensated either
    - i. on a course-by-course basis or
    - ii. on a salaried appointment at less than 50% FTE **and are ineligible for health benefits.**
- B. Policies for Salaried Part-Time, Non-Tenure Track Faculty. Part-Time, Non-Tenure Track (PTNTT) faculty who are appointed to salaried positions at 50% FTE or more are not included as “adjunct faculty” for the purposes of this policy, and are covered instead by II-1.00(F) University of Maryland Policy on Full-Time and Part-Time Non-Tenure Track Instructional Faculty.

##### **III. CATEGORIES OF ADJUNCT FACULTY**

For the purposes of this policy, adjunct faculty shall be designated as one of the following:

- A. “Adjunct Faculty I”: All adjunct faculty, except those faculty members who have been designated by an institution as “Adjunct Faculty II”;
- B. “Adjunct Faculty II”: Adjunct faculty members who have been determined by the University to have a consistent record of high-quality instruction. Upon the written request of the faculty member to the department chair or unit head, the University shall consider granting Adjunct Faculty II status to adjunct faculty members who meet the following criteria:
  - 1. ~~Have an established record of teaching for at least six (6) semesters, e.g., Fall and Spring; and~~ **Are currently teaching in the department;**
  - 2. **Have taught a minimum of 36 credits at the University within the past 5 academic years (excluding summer and winter terms); and**

3. Are supported by a series of high-level performance evaluations.

“Adjunct Faculty II” status shall be granted upon the recommendation of the department or unit chair and Dean, subject to approval by the Provost.

#### **IV. ADJUNCT FACULTY POSITION TITLES**

Adjunct faculty who are designated as Adjunct Faculty I or Adjunct Faculty II by the University may hold the titles of Lecturer, Senior Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor.

#### **V. RECRUITMENT AND SELECTION OF ADJUNCT FACULTY**

- A. Credentials. The University shall develop written standards for the academic degrees or professional certification and professional experience required for appointment as adjunct faculty. These standards may vary depending on the level of courses to be taught.
- B. Selection Procedures. The Provost shall assure that each college or hiring unit has in place written procedures for selecting adjunct faculty. Procedures shall include verification of credentials and shall reflect the University’s commitment to equal opportunity and affirmative action.

#### **VI. PROFESSIONAL DEVELOPMENT AND WORKING CONDITIONS**

- A. Support for Teaching. The University shall provide each Adjunct Faculty member with the support it determines to be necessary for the execution of the appointee’s duties, which may include access through the University’s website or other electronic resources, including the following:
  1. Information on the [university](#), college, and department’s policies, requirements, learning outcomes and goals for each course, along with access to examples of past course syllabi (if available);
  2. Official schedule of classes, including academic calendar and time frames of class meetings;
  3. Assistance with textbook ordering and completing textbook compliance form.
  4. A University email account along with access to on-campus computing facilities; and
  5. For Adjunct Faculty teaching face-to-face classes on campus;
    - a. Telephone or other voice access, as appropriate;
    - b. Necessary office supplies;
    - c. Copying services for course materials; and
    - d. Appropriate space for meeting with students during scheduled office hours.

B. Professional Development. To the extent feasible, professional development opportunities for new Adjunct Faculty shall include:

1. Departmental orientation and overview
2. Campus orientation
3. Introduction to teaching ~~polieies~~ and resources
4. Training in using UMEG, TESTUDO; ELMS and other course administration and learning instruction information technology.

Subsequent opportunities for development also will be provided to the extent feasible. Such opportunities may include invitations to departmental, college, University, and external faculty development events, mentoring from senior faculty, and support for attending academic conferences.

C. Performance Evaluation. The Senior Vice President and Provost will assure that each department has in place written procedures for evaluating Adjunct Faculty performance on a regular schedule, as required by BOR II-1.20 Policy on Evaluation of Performance of Faculty and ~~Policy-II-1.20(A)~~ UMCP Policy on Periodic Evaluation of Faculty Performance.

1. Among other things, performance evaluation procedures shall include student evaluations and faculty classroom visitation and observation.
2. Departments shall evaluate the teaching by Adjunct Faculty members on the same basis used to evaluate the teaching of tenure-track faculty members.
3. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, compensation, and any subsequent appointments are made.

## **VII. Appointment, Designation and Assignment**

A. Appointment of Adjunct Faculty Members

1. Contracts and Letters of Appointment. Each Adjunct Faculty member, including both Adjunct Faculty I and Adjunct Faculty II, shall be provided a written contract or formal letter of appointment prior to the beginning of the assignment, which includes:
  - a. Position title;
  - b. Contract term;
  - c. Per-course compensation **or salary rate and % FTE appointment;**
  - d. Description of the assignment;
  - e. Institution benefits, if any;
  - f. Information regarding faculty policies and procedures, including performance evaluation policies;
  - g. Explanation of the implications of the cancellation of a course before the start date;
  - h. Information about eligibility for and benefits associated with designation of Adjunct Faculty II status;

2. Provisions for Adjunct Faculty II
  - a. After designation of “Adjunct Faculty II” status, a faculty member:
    - i. Shall be sent a letter of notification from the Dean’s Office. The letter shall stipulate the benefits of designation of “Adjunct Faculty II” status, including provisions (2) through (4) below.
    - ii. Shall receive a compensation increment **beginning the following year and continuing each year thereafter in the amount** of at least 10% of the ~~average per course minimum, annual~~ compensation ~~of his/her department or unit~~ **for adjunct faculty at the University set by the Provost for that year**, consistent with State and USM budget policies;
    - iii. Shall be given priority consideration, to the extent operationally feasible, among adjunct faculty for future teaching assignments in the subjects for which the adjunct faculty member has had consistent instructional experience at the University;
    - iv. May be eligible for longer-term appointments that assure the adjunct faculty member assignment to a fixed number of classes during the term of the appointment.
  - b. Designation of “Adjunct Faculty II” status does not prevent an adjunct faculty member from competition for or selection into a salaried part-time non-tenure-track or other faculty position.
3. Teaching Assignments. The appointing department shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes.
  - a. The University has the goal of providing such notice 45 days before the class start date, to the extent feasible. Nothing in this section shall prevent a department from making an adjunct faculty teaching appointment on short notice based on changed circumstances in class enrollments, the availability of resources, or other factors.
  - b. If the University has a fall or spring semester class to which an adjunct faculty member has been assigned that is cancelled less than 30 days prior to the class start date, and has been unable to offer the adjunct faculty member re-assignment to a comparable class, the University shall compensate the adjunct faculty member 10% of the payment amount specified in the contract or appointment letter for that class.

## VIII. Compensation and Benefits

- A. Compensation. Every effort should be made to make adjunct faculty compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.
- B. Benefits for Adjunct Faculty. Adjunct faculty shall be entitled to receive institutional benefits as designated in their written contract or formal letter of appointment.
- C. Sabbatical and Terminal Leave. Adjunct faculty members are ineligible for sabbatical leave or for terminal leave, regardless of length of service.

## **IX. Grievance and Appointment Rights**

- A. Grievance Procedure. Adjunct faculty shall have available the same grievance procedures as all other faculty, consistent with the USM Policy on Faculty Grievances, II-4.00 and UMCP Policy and Procedure Governing Faculty Grievances II-4.00(A).
- B. Process Related to the Termination of Adjunct Faculty. Prior to terminating an Adjunct faculty member's appointment before the end of its term, the faculty member shall be offered an opportunity to meet and discuss the matter at the level of the College or School. The University may remove the Adjunct faculty member from the classroom, provided, however, it shall continue to pay the Adjunct faculty member pending a reasonable opportunity to be heard.

## **X. Participation in the Campus Community**

- A. Adjunct faculty members shall be invited, to the extent feasible, to participate in the scholarly, intellectual, academic, and social life aspects of the department, college and University.
- B. Shared Governance Participation: The University shall provide opportunities for adjunct faculty to communicate their concerns to campus administration, provide advice in the development and implementation of policies and procedures related to adjunct faculty, and otherwise participate fully in shared governance through participation in existing shared governance bodies, with sufficient numbers of positions designated for adjunct faculty to ensure their **significant** representation.

## APPENDIX 2

### Recommended Amendment to the University of Maryland Policy on Full-Time and Part-time Non-Tenure Track Instructional Faculty policy II-1.00(F)

II-1.00(F) UNIVERSITY OF MARYLAND POLICY ON FULL-TIME and PART-TIME NON-TENURE TRACK INSTRUCTIONAL FACULTY

APPROVED BY THE PRESIDENT May 16, 2002; Technical Amendments February 23, 2009

**This policy applies to faculty employed to provide instructional services who (1) have salaried appointments of 50% FTE or greater and (2) are neither tenured nor eligible for tenure. This policy does not apply to adjunct faculty as defined by II-1.07(A) University of Maryland Policy on the Employment of Adjunct Faculty. Instructional faculty who are: (1) neither tenured nor eligible for tenure and (2) are either compensated on a course-by-course basis or on salaried appointments at less than 50% are covered by II-1.07(A) University of Maryland Policy on the Employment of Adjunct Faculty.**

#### STANDARD EMPLOYMENT ELEMENTS

1. Credentials: Each department or unit shall develop written standards for the academic degrees or professional certifications and/or professional experience required for appointment to part time non-tenure track (PTNTT) and full-time non-tenure track instructional faculty (FTNTT) ranks. These standards should be appropriate for the needed instructional level.
2. Search Procedures: Hiring of PTNTT and FTNTT faculty members should be conducted under procedures that will ensure the selection of qualified professionals. Each department or unit shall develop written procedures for evaluating credentials and selecting faculty.
3. Written Contracts: All FTNTT and PTNTT faculty members shall be provided with clear written and approved contracts prior to the beginning of their assignment. The contract shall stipulate the term of the contract, the salary, assignments and expectations, expected notification about renewal or non-renewal, resources, and performance-evaluation policies and procedures.
4. Support for Teaching: In the best interest of students, all FTNTT and PTNTT instructional faculty members should be provided with the necessary and appropriate department or unit support for the execution of their duties. These resources should conform to departmental practices with respect to assistance in ordering books, duplication of class syllabi and examination questions, provision of teaching supplies. Care should be taken to ensure that students can have access

to FTNTT and PTNTT faculty members through mailboxes, appropriate spaces for meeting students, electronic mail, telephones, etc. Where appropriate and feasible, and with the agreement of the department faculty, the professional development of FTNTT and PTNTT faculty members should be supported. This may include extending invitations to departmental and institutional faculty development events.

5. Performance Evaluation: Each department shall have written procedures for evaluating FTNTT and PTNTT faculty performance on a regular schedule, as required by BOR Policy II-1.20. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions are made about rank, salary, and contract renewal. FTNTT and PTNTT faculty members shall have the opportunity to review each evaluation and sign off on it.

## CONTRACT COMPONENTS

6. Term of Employment: Normally, initial contracts for FTNTT instructional faculty should be for one academic year, and initial contracts for PTNTT instructional faculty should be for a period of one semester. Departments are encouraged to offer two or three year contracts to FTNTT faculty members with records of long-term satisfactory service verified by written evaluations of performance and to offer longer-term contracts, not to exceed three years, to PTNTT instructional faculty in cases of demonstrated departmental need.
7. Notice of Non-Renewal: FTNTT instructional faculty should receive adequate notice of non-renewal of contracts as specified in Board of Regents Policy II-1.00 University System Policy on Appointment, Rank, and Tenure of Faculty (section 1. C. 12). PTNTT instructional faculty should receive at least 30 days of notice of non-renewal prior to the end of a current contract. After five or more years of continuous service, any PTNTT or FTNTT instructional faculty member whose contract is not renewed should be informed in writing of the basis of a decision not to renew. The faculty member has the right to appeal the decision consistent with the institution's faculty grievance policy and procedures.
8. Faculty Grievance: Departments shall inform PTNTT and FTNTT instructional faculty members that they have full access to the faculty grievance procedure. Grievances may include the non-renewal of a contract.
9. Teaching Assignment: Whenever possible, departments should provide notice of projected teaching assignment(s) at least 45 days prior to the start of classes to allow for appropriate preparation. In addition, all contracts should specify the consequences of the class being cancelled prior to the start of classes.

## INTEGRATION INTO THE INSTITUTION



10. Faculty Participation: Each department or unit should make every effort to integrate FTNTT and PTNTT faculty members into the scholarly, intellectual and academic life of the department or unit, and institution. Departments are encouraged to have policies aimed toward this integration.
11. Shared Governance: All FTNTT and PTNTT faculty should be informed of the procedures and calendar for the election of their representatives in the University Senate.
12. Ranks: The University should confer appropriate, non-tenure track instructional ranks commensurate with credentials and professional experience. For long-term PTNTT and FTNTT instructional faculty, academic units should consider the development of procedures for progression in rank.

## APPENDIX 3



### University Senate CHARGE

<b>Date:</b>	September 12, 2011
<b>To:</b>	Charles Fenster Chair, Faculty Affairs Committee
<b>From:</b>	Eric Kasischke Chair, University Senate 
<b>Subject:</b>	Interim Policies on the Employment of Adjunct Faculty
<b>Senate Document #:</b>	11-12-03
<b>Deadline:</b>	November 18, 2011

The Senate Executive Committee (SEC) requests that the Faculty Affairs Committee review the attached proposal entitled, “Interim Policies on the Employment of Adjunct Faculty” and make recommendations on whether the draft policy and amendment to a related policy are appropriate.

The Board of Regents approved the USM II-1.07 Policy on the Employment of Adjunct Faculty. They have tasked the University with developing a campus policy that aligns with the University System of Maryland (USM) policy. The attached proposed adjunct policy and amendment to the existing UMCP II-1.00(F) University of Maryland Policy on Full-Time and Part-Time Non-Tenure Track Instructional Faculty responds to this request. The SEC requests that the Faculty Affairs Committee review the proposed new policy and amendment to existing policy to determine whether they are appropriate.

Specifically, we ask that you:

1. Review similar policies for adjunct faculty at our peer institutions.
2. Consult with the University’s Office of Faculty Affairs on the impact of this new policy on our adjunct faculty.
3. Review whether the proposed new policy aligns with the USM Policy.
4. Review whether additional UMCP policies must be amended to address the new policy.
5. If appropriate, recommend whether the proposed policy and amendment should be revised.

We ask that you submit your report and recommendations to the Senate Office no later than November 18, 2011. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

## APPENDIX 4



### University Senate PROPOSAL FORM

<b>Name:</b>	Ann Wylie
<b>Date:</b>	August 31, 2011
<b>Title of Proposal:</b>	<b>INTERIM POLICIES ON THE EMPLOYMENT OF ADJUNCT FACULTY</b>
<b>Phone Number:</b>	x-56814
<b>Email Address:</b>	<a href="mailto:juan@umd.edu">juan@umd.edu</a>
<b>Campus Address:</b>	1119 Main Administration, College Park, MD 20742
<b>Unit/Department/College:</b>	Office of the Senior Vice President and Provost
<b>Constituency (faculty, staff, undergraduate, graduate):</b>	Instructional non-tenure-track Faculty (adjunct faculty)
<b>Description of issue/concern/policy in question:</b>	<p>USM II-1.07 Policy on the Employment of Adjunct Faculty (approved by the Board of Regents 10.3.10) requires all campuses in the USM to adopt an implementing adjunct faculty policy by 9.1.11. The attached proposed adjunct policy satisfies that request. In addition, a clarification to the existing UMCP II-1.00(F) FT and PT NTT Instructional Faculty policy is also proposed to delimit the instructional faculty constituency each policy serves (depending on whether the employee is appointed above or below 50% FTE). Because of the 9.1.11 USM deadline, although President Loh approved the interim policies on August 30, 2011, both policies are presented to the SEC as “interim”, and pending University Senate Action in Fall 2011. The Senate should review the draft policies and submit them for presidential approval before they are finalized, as is normally the case.</p>
<b>Description of action/changes you would like to see implemented and why:</b>	<p>The new Adjunct policy is designed to establish baseline standards related to searches, appointments, contracts and conditions of employment for adjunct faculty. Its goal is to assure the quality of instruction by individuals with appropriate credentials and experience, and to facilitate a continuous improvement in their status at the University. The policy applies to non-tenure-track instructors appointed to teach specific courses and compensated (a) on a course-by-course basis or (b) on a salaried appointment at less than 50% FTE. The FT PT NTT Instructional policy modification clarifies that the policy applies only to instructional faculty with appointments of 50% or more FTE.</p>

<b>Suggestions for how your proposal could be put into practice:</b>	The USM requires a version of this policy by 9.1.11.
<b>Additional Information:</b>	The present draft has been carefully reviewed by the Chancellor.

***Please send your completed form and any supporting documents to [senate-admin@umd.edu](mailto:senate-admin@umd.edu) or University of Maryland Senate Office, 1100 Marie Mount Hall.***

## **II-1.07(A) UNIVERSITY OF MARYLAND POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY (Interim Policy: Pending University Senate Action in Fall 2011)**

### **I. POLICY STATEMENT**

This policy is designed to establish baseline standards for the University related to search processes, appointments, contracts and conditions of employment for adjunct faculty. The goal of the policy is to assure a high quality of instruction by individuals with appropriate credentials and experience and to facilitate a continuous improvement in the status of adjunct faculty at the University.

### **II. APPLICABILITY**

- A. This policy applies to adjunct faculty defined as faculty who are:
  - 1. Employed to provide instructional services;
  - 2. Neither tenured nor eligible for tenure; and
  - 3. Appointed to teach specific courses and compensated either
    - i. on a course-by-course basis or
    - ii. on a salaried appointment at less than 50% FTE.
- B. Policies for Salaried Part-Time, Non-Tenure Track Faculty. Part-Time, Non-Tenure Track (PTNTT) faculty who are appointed to salaried positions at 50% FTE or more are not included as “adjunct faculty” for the purposes of this policy, and are covered instead by II-1.00(F) University of Maryland Policy on Full-Time and Part-Time Non-Tenure Track Instructional Faculty.

### **III. CATEGORIES OF ADJUNCT FACULTY**

For the purposes of this policy, adjunct faculty shall be designated as one of the following:

- A. “Adjunct Faculty I”: All adjunct faculty, except those faculty members who have been designated by an institution as “Adjunct Faculty II”;
- B. “Adjunct Faculty II”: Adjunct faculty members who have been determined by the University to have a consistent record of high-quality instruction. Upon the written request of the faculty member to the department chair or unit head, the University shall consider granting Adjunct Faculty II status to adjunct faculty who have met the following criteria:
  - 1. Have an established record of teaching for at least six (6) semesters, e.g., Fall and Spring; and
  - 2. Are supported by a series of high-level performance evaluations.

“Adjunct Faculty II” status shall be granted upon the recommendation of the department or unit chair and Dean, subject to approval by the Provost.

### **IV. ADJUNCT FACULTY POSITION TITLES**

Adjunct faculty who are designated as Adjunct Faculty I or Adjunct Faculty II by the University may hold the titles of Lecturer, Senior Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor.

## **V. RECRUITMENT AND SELECTION OF ADJUNCT FACULTY**

- A. **Credentials.** The University shall develop written standards for the academic degrees or professional certification and professional experience required for appointment as adjunct faculty. These standards may vary depending on the level of courses to be taught.
- B. **Selection Procedures.** The Provost shall assure that each college or hiring unit has in place written procedures for selecting adjunct faculty. Procedures shall include verification of credentials and shall reflect the University's commitment to equal opportunity and affirmative action.

## **VI. PROFESSIONAL DEVELOPMENT AND WORKING CONDITIONS**

- A. **Support for Teaching.** The University shall provide each Adjunct Faculty member with the support it determines to be necessary for the execution of the appointee's duties, which may include access through the University's website or other electronic resources, including the following:
  - 1. Information on the college and department's policies, requirements, learning outcomes and goals for each course, along with access to examples of past course syllabi (if available);
  - 2. Official schedule of classes, including academic calendar and time frames of class meetings;
  - 3. Assistance with textbook ordering and completing textbook compliance form.
  - 4. A University email account along with access to on-campus computing facilities; and
  - 5. For Adjunct Faculty teaching face-to-face classes on campus;
    - a. Telephone or other voice access, as appropriate;
    - b. Necessary office supplies;
    - c. Copying services for course materials; and
    - d. Appropriate space for meeting with students during scheduled office hours.
- B. **Professional Development.** To the extent feasible, professional development opportunities for new Adjunct Faculty shall include:
  - 1. Departmental orientation and overview
  - 2. Campus orientation
  - 3. Introduction to teaching policies and resources
  - 4. Training in using UMEG, TESTUDO; ELMS and other course administration and learning instruction information technology.

Subsequent opportunities for development also will be provided to the extent feasible. Such opportunities may include invitations to departmental, college, University, and external faculty development events, mentoring from senior faculty, and support for attending academic conferences.

- C. **Performance Evaluation.** The Senior Vice President and Provost will assure that each department has in place written procedures for evaluating Adjunct Faculty performance on a regular schedule, as required by BOR II-1.20 Policy on Evaluation of Performance of Faculty and Policy II-1.20(A) UMCP Policy on Periodic Evaluation of Faculty Performance.
  - 1. Among other things, performance evaluation procedures shall include student evaluations and faculty classroom visitation and observation.

2. Departments shall evaluate the teaching by Adjunct Faculty members on the same basis used to evaluate the teaching of tenure-track faculty members.
3. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, compensation, and any subsequent appointments are made.

## **VII. Appointment, Designation and Assignment**

### **A. Appointment of Adjunct Faculty Members**

1. Contracts and Letters of Appointment. Each Adjunct Faculty member, including both Adjunct Faculty I and Adjunct Faculty II, shall be provided a written contract or formal letter of appointment prior to the beginning of the assignment, which includes:
  - a. Position title;
  - b. Contract term;
  - c. Per-course compensation;
  - d. Description of the assignment;
  - e. Institution benefits, if any;
  - f. Information regarding faculty policies and procedures, including performance evaluation policies;
  - g. Explanation of the implications of the cancellation of a course before the start date;
  - h. Information about eligibility for and benefits associated with designation of Adjunct Faculty II status;
2. Provisions for Adjunct Faculty II
  - a. After designation of “Adjunct Faculty II” status, a faculty member:
    1. Shall be sent a letter of notification from the Dean’s Office. The letter shall stipulate the benefits of designation of “Adjunct Faculty II” status, including provisions (2) through (4) below.
    2. Shall receive a compensation increment of at least 10% of the average per course compensation of his/her department or unit, consistent with State and USM budget policies;
    3. Shall be given priority consideration, to the extent operationally feasible, among adjunct faculty for future teaching assignments in the subjects for which the adjunct faculty member has had consistent instructional experience at the University;
    4. May be eligible for longer term appointments that assure the adjunct faculty member assignment to a fixed number of classes during the term of the appointment.
  - b. Designation of “Adjunct Faculty II” status does not prevent an adjunct faculty member from competition for or selection into a salaried part-time non-tenure-track or other faculty position.
3. Teaching Assignments. The appointing department shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes.
  - a. The University has the goal of providing such notice 45 days before the class start date, to the extent feasible. Nothing in this section shall prevent a department from making an adjunct faculty teaching appointment on short notice based on changed circumstances in class enrollments, the availability of resources, or other factors.



- b. If the University has a fall or spring semester class to which an adjunct faculty member has been assigned that is cancelled less than 30 days prior to the class start date, and has been unable to offer the adjunct faculty member re-assignment to a comparable class, the University shall compensate the adjunct faculty member 10% of the payment amount specified in the contract or appointment letter for that class.

## **VIII. Compensation and Benefits**

- A. Compensation. Every effort should be made to make adjunct faculty compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.
- B. Benefits for Adjunct Faculty. Adjunct faculty shall be entitled to receive institutional benefits as designated in their written contract or formal letter of appointment.
- C. Sabbatical and Terminal Leave. Adjunct faculty members are ineligible for sabbatical leave or for terminal leave, regardless of length of service.

## **IX. Grievance and Appointment Rights**

- A. Grievance Procedure. Adjunct faculty shall have available the same grievance procedures as all other faculty, consistent with the USM Policy on Faculty Grievances, II-4.00 and UMCP Policy and Procedure Governing Faculty Grievances II-4.00(A).
- B. Process Related to the Termination of Adjunct Faculty. Prior to terminating an Adjunct faculty member's appointment before the end of its term, the faculty member shall be offered an opportunity to meet and discuss the matter at the level of the College or School. The University may remove the Adjunct faculty member from the classroom, provided, however, it shall continue to pay the Adjunct faculty member pending a reasonable opportunity to be heard.

## **X. Participation in the Campus Community**

- A. Adjunct faculty members shall be invited, to the extent feasible, to participate in the scholarly, intellectual, academic, and social life aspects of the department, college and University.
- B. Shared Governance Participation: The University shall provide opportunities for adjunct faculty to communicate their concerns to campus administration, provide advice in the development and implementation of policies and procedures related to adjunct faculty, and otherwise participate fully in shared governance through participation in existing shared governance bodies, with sufficient numbers of positions designated for adjunct faculty to ensure their significant representation.

DRAFT  
08/29/11 Version 8

II-1.00(F) UNIVERSITY OF MARYLAND POLICY ON FULL-TIME and PART-TIME  
NON-TENURE TRACK INSTRUCTIONAL FACULTY

APPROVED BY THE PRESIDENT May 16, 2002; Technical Amendments  
February 23, 2009 ([Amendments Pending University Senate Action in Fall 2011](#))

**This policy applies to faculty employed to provide instructional services who (1) have salaried appointments of 50% FTE or greater and (2) are neither tenured nor eligible for tenure. This policy does not apply to adjunct faculty as defined by II-1.07(A) University of Maryland Policy on the Employment of Adjunct Faculty. Instructional faculty who are: (1) neither tenured nor eligible for tenure and (2) are either compensated on a course-by-course basis or on salaried appointments at less than 50% are covered by II-1.07(A) University of Maryland Policy on the Employment of Adjunct Faculty.**

STANDARD EMPLOYMENT ELEMENTS

1. Credentials: Each department or unit shall develop written standards for the academic degrees or professional certifications and/or professional experience required for appointment to part time non-tenure track (PTNTT) and full-time non-tenure track instructional faculty (FTNTT) ranks. These standards should be appropriate for the needed instructional level.
2. Search Procedures: Hiring of PTNTT and FTNTT faculty members should be conducted under procedures that will ensure the selection of qualified professionals. Each department or unit shall develop written procedures for evaluating credentials and selecting faculty.
3. Written Contracts: All FTNTT and PTNTT faculty members shall be provided with clear written and approved contracts prior to the beginning of their assignment. The contract shall stipulate the term of the contract, the salary, assignments and expectations, expected notification about renewal or non-renewal, resources, and performance-evaluation policies and procedures.
4. Support for Teaching: In the best interest of students, all FTNTT and PTNTT instructional faculty members should be provided with the necessary and appropriate department or unit support for the execution of their duties. These resources should conform to departmental practices with respect to assistance in ordering books, duplication of class syllabi and examination questions, provision of teaching supplies. Care should be taken to ensure that students can have access to FTNTT and PTNTT faculty members through mailboxes, appropriate spaces for meeting students, electronic mail, telephones, etc. Where appropriate and feasible, and with the agreement of the department faculty, the professional development of FTNTT and PTNTT faculty members should be supported. This may include extending invitations to departmental and institutional faculty development events.

5. Performance Evaluation: Each department shall have written procedures for evaluating FTNTT and PTNTT faculty performance on a regular schedule, as required by BOR Policy II-1.20. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions are made about rank, salary, and contract renewal. FTNTT and PTNTT faculty members shall have the opportunity to review each evaluation and sign off on it.

## CONTRACT COMPONENTS

6. Term of Employment: Normally, initial contracts for FTNTT instructional faculty should be for one academic year, and initial contracts for PTNTT instructional faculty should be for a period of one semester. Departments are encouraged to offer two or three year contracts to FTNTT faculty members with records of long-term satisfactory service verified by written evaluations of performance and to offer longer-term contracts, not to exceed three years, to PTNTT instructional faculty in cases of demonstrated departmental need.
7. Notice of Non-Renewal: FTNTT instructional faculty should receive adequate notice of non-renewal of contracts as specified in Board of Regents Policy II-1.00 University System Policy on Appointment, Rank, and Tenure of Faculty (section 1. C. 12). PTNTT instructional faculty should receive at least 30 days of notice of non-renewal prior to the end of a current contract. After five or more years of continuous service, any PTNTT or FTNTT instructional faculty member whose contract is not renewed should be informed in writing of the basis of a decision not to renew. The faculty member has the right to appeal the decision consistent with the institution's faculty grievance policy and procedures.
8. Faculty Grievance: Departments shall inform PTNTT and FTNTT instructional faculty members that they have full access to the faculty grievance procedure. Grievances may include the non-renewal of a contract.
9. Teaching Assignment: Whenever possible, departments should provide notice of projected teaching assignment(s) at least 45 days prior to the start of classes to allow for appropriate preparation. In addition, all contracts should specify the consequences of the class being cancelled prior to the start of classes.

## INTEGRATION INTO THE INSTITUTION

10. Faculty Participation: Each department or unit should make every effort to integrate FTNTT and PTNTT faculty members into the scholarly, intellectual and academic life of the department or unit, and institution. Departments are encouraged to have policies aimed toward this integration.
11. Shared Governance: All FTNTT and PTNTT faculty should be informed of the

procedures and calendar for the election of their representatives in the University Senate.

12. Ranks: The University should confer appropriate, non-tenure track instructional ranks commensurate with credentials and professional experience. For long-term PTNTT and FTNTT instructional faculty, academic units should consider the development of procedures for progression in rank.



# UNIVERSITY OF MARYLAND

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

1119 Main Administration Building  
College Park, Maryland 20742-5031  
301.405.5252 TEL 301.405.8195 FAX

## MEMORANDUM

**DATE:** August 30, 2011

**TO:** Wallace D. Loh  
President

**FROM:** Ann G. Wylie  
Senior Vice President and Provost

A handwritten signature in black ink, appearing to read "Ann G. Wylie".

**SUBJECT:** Interim University of Maryland Policy on the Employment of Adjunct Faculty

1. This is to request that you approve, on an interim basis, the attached *Policy on the Employment of Adjunct Faculty* effective immediately. Speaking generally, the policy offers more job security to adjunct faculty. I am comfortable with it.
2. This is a new policy required by the Board of Regents. A USM Policy on the Employment of Adjunct Faculty was issued to USM institutions during Fall Semester, 2010, with a requirement they adopt parallel implementing policies. There followed significant discussion about the intended scope by of the policy. This has only recently been decided. Nevertheless, we are supposed to have a University policy in place by September 1.
3. Typically, University policies of this nature would emanate from the University Senate for your approval. However, where time constraints such as presently exist, the practice has been for the President to institute a policy on an interim basis, pending further study and possible recommended amendment by the Senate. Like in previous instances, we have informed the Senate Executive Committee and shared the proposed policy with them. We have incorporated its suggested changes into the document. The policy has also been reviewed for form and legal sufficiency by Legal Affairs.
4. I recommend you approve the policy on an interim basis. If you concur, please approve it below.

APPROVED: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Wallace D. Loh".

Wallace D. Loh  
President

Date: \_\_\_\_\_

8/30/11

Attachment (1)



## **II-1.07(A) UNIVERSITY OF MARYLAND POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY**

(Interim Policy Approved by the President August 30, 2011 pending University Senate Action)

### **I. POLICY STATEMENT**

This policy is designed to establish baseline standards for the University related to search processes, appointments, contracts and conditions of employment for adjunct faculty. The goal of the policy is to assure a high quality of instruction by individuals with appropriate credentials and experience and to facilitate a continuous improvement in the status of adjunct faculty at the University.

### **II. APPLICABILITY**

- A. This policy applies to adjunct faculty defined as faculty who are:
  - 1. Employed to provide instructional services;
  - 2. Neither tenured nor eligible for tenure; and
  - 3. Appointed to teach specific courses and compensated either
    - i. on a course-by-course basis or
    - ii. on a salaried appointment at less than 50% FTE.
- B. Policies for Salaried Part-Time, Non-Tenure Track Faculty. Part-Time, Non-Tenure Track (PTNTT) faculty who are appointed to salaried positions at 50% FTE or more are not included as "adjunct faculty" for the purposes of this policy, and are covered instead by II-1.00(F) University of Maryland Policy on Full-Time and Part-Time Non-Tenure Track Instructional Faculty.

### **III. CATEGORIES OF ADJUNCT FACULTY**

For the purposes of this policy, adjunct faculty shall be designated as one of the following:

- A. "Adjunct Faculty I": All adjunct faculty, except those faculty members who have been designated by an institution as "Adjunct Faculty II";
- B. "Adjunct Faculty II": Adjunct faculty members who have been determined by the University to have a consistent record of high-quality instruction. Upon the written request of the faculty member to the department chair or unit head, the University shall consider granting Adjunct Faculty II status to adjunct faculty who have met the following criteria:
  - 1. Have an established record of teaching for at least six (6) semesters, e.g., Fall and Spring; and
  - 2. Are supported by a series of high-level performance evaluations.

"Adjunct Faculty II" status shall be granted upon the recommendation of the department or unit chair and Dean, subject to approval by the Provost.

### **IV. ADJUNCT FACULTY POSITION TITLES**

Adjunct faculty who are designated as Adjunct Faculty I or Adjunct Faculty II by the University may hold the titles of Lecturer, Senior Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor.

## **V. RECRUITMENT AND SELECTION OF ADJUNCT FACULTY**

- A. **Credentials.** The University shall develop written standards for the academic degrees or professional certification and professional experience required for appointment as adjunct faculty. These standards may vary depending on the level of courses to be taught.
- B. **Selection Procedures.** The Provost shall assure that each college or hiring unit has in place written procedures for selecting adjunct faculty. Procedures shall include verification of credentials and shall reflect the University's commitment to equal opportunity and affirmative action.

## **VI. PROFESSIONAL DEVELOPMENT AND WORKING CONDITIONS**

- A. **Support for Teaching.** The University shall provide each Adjunct Faculty member with the support it determines to be necessary for the execution of the appointee's duties, which may include access through the University's website or other electronic resources, including the following:
  - 1. Information on the college and department's policies, requirements, learning outcomes and goals for each course, along with access to examples of past course syllabi (if available);
  - 2. Official schedule of classes, including academic calendar and time frames of class meetings;
  - 3. Assistance with textbook ordering and completing textbook compliance form.
  - 4. A University email account along with access to on-campus computing facilities; and
  - 5. For Adjunct Faculty teaching face-to-face classes on campus;
    - a. Telephone or other voice access, as appropriate;
    - b. Necessary office supplies;
    - c. Copying services for course materials; and
    - d. Appropriate space for meeting with students during scheduled office hours.
- B. **Professional Development.** To the extent feasible, professional development opportunities for new Adjunct Faculty shall include:
  - 1. Departmental orientation and overview
  - 2. Campus orientation
  - 3. Introduction to teaching policies and resources
  - 4. Training in using UMEG, TESTUDO; ELMS and other course administration and learning instruction information technology.Subsequent opportunities for development also will be provided to the extent feasible. Such opportunities may include invitations to departmental, college, University, and external faculty development events, mentoring from senior faculty, and support for attending academic conferences.
- C. **Performance Evaluation.** The Senior Vice President and Provost will assure that each department has in place written procedures for evaluating Adjunct Faculty performance on a regular schedule, as required by BOR II-1.20 Policy on Evaluation of Performance of Faculty and Policy II-1.20(A) UMCP Policy on Periodic Evaluation of Faculty Performance.
  - 1. Among other things, performance evaluation procedures shall include student evaluations and faculty classroom visitation and observation.



2. Departments shall evaluate the teaching by Adjunct Faculty members on the same basis used to evaluate the teaching of tenure-track faculty members.
3. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, compensation, and any subsequent appointments are made.

## **VII. Appointment, Designation and Assignment**

### **A. Appointment of Adjunct Faculty Members**

1. Contracts and Letters of Appointment. Each Adjunct Faculty member, including both Adjunct Faculty I and Adjunct Faculty II, shall be provided a written contract or formal letter of appointment prior to the beginning of the assignment, which includes:
  - a. Position title;
  - b. Contract term;
  - c. Per-course compensation;
  - d. Description of the assignment;
  - e. Institution benefits, if any;
  - f. Information regarding faculty policies and procedures, including performance evaluation policies;
  - g. Explanation of the implications of the cancellation of a course before the start date;
  - h. Information about eligibility for and benefits associated with designation of Adjunct Faculty II status;
2. Provisions for Adjunct Faculty II
  - a. After designation of "Adjunct Faculty II" status, a faculty member:
    1. Shall be sent a letter of notification from the Dean's Office. The letter shall stipulate the benefits of designation of "Adjunct Faculty II" status, including provisions (2) through (4) below.
    2. Shall receive a compensation increment of at least 10% of the average per course compensation of his/her department or unit, consistent with State and USM budget policies;
    3. Shall be given priority consideration, to the extent operationally feasible, among adjunct faculty for future teaching assignments in the subjects for which the adjunct faculty member has had consistent instructional experience at the University;
    4. May be eligible for longer term appointments that assure the adjunct faculty member assignment to a fixed number of classes during the term of the appointment.
  - b. Designation of "Adjunct Faculty II" status does not prevent an adjunct faculty member from competition for or selection into a salaried part-time non-tenure-track or other faculty position.
3. Teaching Assignments. The appointing department shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes.
  - a. The University has the goal of providing such notice 45 days before the class start date, to the extent feasible. Nothing in this section shall prevent a department from making an adjunct faculty teaching appointment on short notice based on changed circumstances in class enrollments, the availability of resources, or other factors.



- b. If the University has a fall or spring semester class to which an adjunct faculty member has been assigned that is cancelled less than 30 days prior to the class start date, and has been unable to offer the adjunct faculty member re-assignment to a comparable class, the University shall compensate the adjunct faculty member 10% of the payment amount specified in the contract or appointment letter for that class.

#### **VIII. Compensation and Benefits**

- A. Compensation. Every effort should be made to make adjunct faculty compensation professionally appropriate and competitive to the extent allowed by available fiscal resources.
- B. Benefits for Adjunct Faculty. Adjunct faculty shall be entitled to receive institutional benefits as designated in their written contract or formal letter of appointment.
- C. Sabbatical and Terminal Leave. Adjunct faculty members are ineligible for sabbatical leave or for terminal leave, regardless of length of service.

#### **IX. Grievance and Appointment Rights**

- A. Grievance Procedure. Adjunct faculty shall have available the same grievance procedures as all other faculty, consistent with the USM Policy on Faculty Grievances, II-4.00 and UMCP Policy and Procedure Governing Faculty Grievances II-4.00(A).
- B. Process Related to the Termination of Adjunct Faculty. Prior to terminating an Adjunct faculty member's appointment before the end of its term, the faculty member shall be offered an opportunity to meet and discuss the matter at the level of the College or School. The University may remove the Adjunct faculty member from the classroom, provided, however, it shall continue to pay the Adjunct faculty member pending a reasonable opportunity to be heard.

#### **X. Participation in the Campus Community**

- A. Adjunct faculty members shall be invited, to the extent feasible, to participate in the scholarly, intellectual, academic, and social life aspects of the department, college and University.
- B. Shared Governance Participation: The University shall provide opportunities for adjunct faculty to communicate their concerns to campus administration, provide advice in the development and implementation of policies and procedures related to adjunct faculty, and otherwise participate fully in shared governance through participation in existing shared governance bodies, with sufficient numbers of positions designated for adjunct faculty to ensure their significant representation.



# UNIVERSITY OF MARYLAND

OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST

1119 Main Administration Building  
College Park, Maryland 20742-5031  
301.405.5252 TEL 301.405.8195 FAX

## MEMORANDUM

**DATE:** August 30, 2011

**TO:** Wallace D. Loh  
President

**FROM:** Ann G. Wylie  
Senior Vice President and Provost

A handwritten signature in black ink, appearing to read "Ann G. Wylie".

**SUBJECT:** Interim University of Maryland Policy on Full-Time and Part-Time Non-Tenure-Track Instructional Faculty

1. This is to request that you approve, on an interim basis, an amendment to the University's existing *Policy on Full-Time and Part-Time Non-Tenure-Track Instructional Faculty* effective immediately. The amendment is shown in bold on the attached document. The amendment is required by USM policy. It complements the proposed interim *University Policy on the Employment of Adjunct Faculty*. I think it is helpful.
2. The amendment should be in place by September 1.
3. Typically, an amendment of this nature would emanate from the University Senate for your approval. However, where time constraints such as presently exist, the practice has been for the President to institute an amendment on an interim basis, pending further study and possible recommended changes by the Senate. Like in previous instances, we have informed the Senate Executive Committee and shared the proposed amendment with them. The policy has also been reviewed for form and legal sufficiency by Legal Affairs.
4. I recommend that you approve the amendment on an interim basis. If you concur, please approve it below.

APPROVED: Wallace D. Loh Date: 8/30/11  
Wallace D. Loh  
President

Attachment (1)



II-1.00(F) UNIVERSITY OF MARYLAND POLICY ON FULL-TIME and PART-TIME  
NON-TENURE TRACK INSTRUCTIONAL FACULTY

APPROVED BY THE PRESIDENT May 16, 2002; Technical Amendments  
February 23, 2009; (Interim Amendments approved by the President August 30,  
2011 pending University Senate Action)

This policy applies to faculty employed to provide instructional services who (1) have salaried appointments of 50% FTE or greater and (2) are neither tenured nor eligible for tenure. This policy does not apply to adjunct faculty as defined by II-1.07(A) University of Maryland Policy on the Employment of Adjunct Faculty. Instructional faculty who are: (1) neither tenured nor eligible for tenure and (2) are either compensated on a course-by-course basis or on salaried appointments at less than 50% are covered by II-1.07(A) University of Maryland Policy on the Employment of Adjunct Faculty.

STANDARD EMPLOYMENT ELEMENTS

1. Credentials: Each department or unit shall develop written standards for the academic degrees or professional certifications and/or professional experience required for appointment to part time non-tenure track (PTNTT) and full-time non-tenure track instructional faculty (FTNTT) ranks. These standards should be appropriate for the needed instructional level.
2. Search Procedures: Hiring of PTNTT and FTNTT faculty members should be conducted under procedures that will ensure the selection of qualified professionals. Each department or unit shall develop written procedures for evaluating credentials and selecting faculty.
3. Written Contracts: All FTNTT and PTNTT faculty members shall be provided with clear written and approved contracts prior to the beginning of their assignment. The contract shall stipulate the term of the contract, the salary, assignments and expectations, expected notification about renewal or non-renewal, resources, and performance-evaluation policies and procedures.
4. Support for Teaching: In the best interest of students, all FTNTT and PTNTT instructional faculty members should be provided with the necessary and appropriate department or unit support for the execution of their duties. These resources should conform to departmental practices with respect to assistance in ordering books, duplication of class syllabi and examination questions, provision of teaching supplies. Care should be taken to ensure that students can have access to FTNTT and PTNTT faculty members through mailboxes, appropriate spaces for meeting students, electronic mail, telephones, etc. Where appropriate and feasible, and with the agreement of the department faculty, the professional development of FTNTT and PTNTT faculty members should be supported. This may include extending invitations to departmental and institutional faculty

development events.

5. Performance Evaluation: Each department shall have written procedures for evaluating FTNTT and PTNTT faculty performance on a regular schedule, as required by BOR Policy II-1.20. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions are made about rank, salary, and contract renewal. FTNTT and PTNTT faculty members shall have the opportunity to review each evaluation and sign off on it.

#### CONTRACT COMPONENTS

6. Term of Employment: Normally, initial contracts for FTNTT instructional faculty should be for one academic year, and initial contracts for PTNTT instructional faculty should be for a period of one semester. Departments are encouraged to offer two or three year contracts to FTNTT faculty members with records of long-term satisfactory service verified by written evaluations of performance and to offer longer-term contracts, not to exceed three years, to PTNTT instructional faculty in cases of demonstrated departmental need.
7. Notice of Non-Renewal: FTNTT instructional faculty should receive adequate notice of non-renewal of contracts as specified in Board of Regents Policy II-1.00 University System Policy on Appointment, Rank, and Tenure of Faculty (section 1. C. 12). PTNTT instructional faculty should receive at least 30 days of notice of non-renewal prior to the end of a current contract. After five or more years of continuous service, any PTNTT or FTNTT instructional faculty member whose contract is not renewed should be informed in writing of the basis of a decision not to renew. The faculty member has the right to appeal the decision consistent with the institution's faculty grievance policy and procedures.
8. Faculty Grievance: Departments shall inform PTNTT and FTNTT instructional faculty members that they have full access to the faculty grievance procedure. Grievances may include the non-renewal of a contract.
9. Teaching Assignment: Whenever possible, departments should provide notice of projected teaching assignment(s) at least 45 days prior to the start of classes to allow for appropriate preparation. In addition, all contracts should specify the consequences of the class being cancelled prior to the start of classes.

#### INTEGRATION INTO THE INSTITUTION

10. Faculty Participation: Each department or unit should make every effort to integrate FTNTT and PTNTT faculty members into the scholarly, intellectual and academic life of the department or unit, and institution. Departments are encouraged to have policies aimed toward this integration.

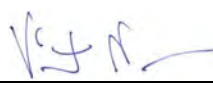


11. Shared Governance: All FTNTT and PTNTT faculty should be informed of the procedures and calendar for the election of their representatives in the University Senate.
12. Ranks: The University should confer appropriate, non-tenure track instructional ranks commensurate with credentials and professional experience. For long-term PTNTT and FTNTT instructional faculty, academic units should consider the development of procedures for progression in rank.

**APPENDIX 3 - CHARGE FROM THE SENATE EXECUTIVE COMMITTEE  
ON UPDATE ADJUNCT 1 & 2 CLASSIFICATION POLICY**



**University Senate  
CHARGE**

<b>Date:</b>	May 29, 2014
<b>To:</b>	Ellin Scholnick Chair, Faculty Affairs Committee
<b>From:</b>	Vincent Novara Chair, University Senate 
<b>Subject:</b>	Update Adjunct 1 & 2 Classification Policy
<b>Senate Document #:</b>	13-14-15
<b>Deadline:</b>	March 27, 2015

The Senate Executive Committee (SEC) requests that the Faculty Affairs Committee (FAC) review the attached proposal entitled, "Update Adjunct 1 & 2 Classification Policy," and make recommendations on whether changes to existing policy are appropriate.

Specifically, we ask that you:

1. Review the University of Maryland Policy on the Employment of Adjunct Faculty (II-1.07[A]).
2. Review the University System of Maryland Policy On The Employment Of Adjunct Faculty In The University System Of Maryland (II-1.07) and consider whether the requested changes align with the guidelines of the USM policy.
3. Consult with the proposers about their specific concerns.
4. Consult with a representative from the University's Office of Faculty Affairs.
5. Consult with representatives from the adjunct faculty population.
6. Consider whether the current criteria for designating adjunct status appropriately addresses the needs of both the adjunct faculty population and the University.
7. Consider whether a mechanism for exceptions in the current criteria for designating adjunct faculty status should be instituted.
8. Review adjunct faculty policies at our peer universities, including those in the Big Ten.
9. Consult with the University's Office of Legal Affairs.

10. If appropriate, recommend whether the current policy should be revised.

We ask that you submit a report to the Senate Office no later than March 27, 2015. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

VN/rm



## University Senate PROPOSAL FORM

<b>Name:</b>	James Sanders & Tony McCann
<b>Date:</b>	
<b>Title of Proposal:</b>	Update Adjunct 1 & 2 Classification Policy
<b>Phone Number:</b>	410 531-7559
<b>Email Address:</b>	<a href="mailto:jsanders@rhsmith.umd.edu">jsanders@rhsmith.umd.edu</a> mccannsa@verizon.net
<b>Campus Address:</b>	Van Munching Hall
<b>Unit/Department/College:</b>	Smith School of Business School of Public Policy
<b>Constituency (faculty, staff, undergraduate, graduate):</b>	Adjunct Faculty
<b>Description of issue/concern/policy in question:</b>	<p>Adjunct Policy II-1.07(A) provides Adjunct 1 &amp; 2 classifications to recognizing high-level contributions from long-term adjuncts to accomplish the goal of increasing engagement. However, the policy excludes a large number of long time adjunct faculty from consideration for Adjunct 2 status because the policy fails to consider the differences in the scheduling, curriculum, and staffing needs of the different schools.</p> <p>The current policy limits adjunct 2 statuses to faculty who have taught 36 credits within 5 years, and only counts courses taught during fall and spring semesters. It excludes winter and summer courses, as well as courses taught outside of the traditional semester calendar. <a href="http://www.faculty.umd.edu/policies/adjunct.html">www.faculty.umd.edu/policies/adjunct.html</a></p> <p>Problems:</p> <ul style="list-style-type: none"> <li>-Ignores year around schedule of many schools</li> <li>-36 credits misses long term role in teaching specialist classes which meet on intermittent schedule.</li> <li>-Misses impact of schools with 2 credit courses (Smith School)</li> <li>-Misses executive and contract credit courses that are taught on irregular schedule.</li> </ul>
<b>Description of action/changes you would like to see implemented and why:</b>	<p>Proposed solution:</p> <p>Amend the policy and delegate responsibility to each school to determine criteria for “substantial engagement” with the school taking into account</p>



	<p>the differing staffing and teaching requirements across campus.</p> <p>Rational: Intent of adjunct classification scheme is to improve engagement of ongoing contributors. The proposal in the Non-Tenure Track Faculty Task Force Report to include Winter and Summer courses in the classification does not work for the business school and other schools because of the 2 credit and low volume of specialist courses and because of the number of courses taught outside the traditional fall-winter-spring-summer academic windows.</p>
<b>Suggestions for how your proposal could be put into practice:</b>	<p>Review by Senate Faculty Affairs committee based on their current agenda item to review implementation of the recommendations of the <i>Task Force on Non-Tenure Track Faculty</i></p> <p>Proposed action: revise policy as noted above so that schools could either use the current eligibility criteria for Adjunct 2 status or define their own criteria</p>
<b>Additional Information:</b>	

***Please send your completed form and any supporting documents to [senate-admin@umd.edu](mailto:senate-admin@umd.edu) or University of Maryland Senate Office, 1100 Marie Mount Hall, College Park, MD 20742-7541. Thank you!***