

Procedures for Promotion of Adjunct Faculty  
Towson University

**Reference Policy: 02-01.07 *Policy on the Employment of Adjunct Faculty***

The Towson University *Policy on the Employment of Adjunct Faculty* and these implementing procedures take precedence over all other statements relating to the employment of adjunct faculty members at Towson University.

**Promotion to Adjunct II (from Adjunct I)**

According to the *Policy on the Employment of Adjunct Faculty*, Adjunct Faculty II are faculty members who are determined by the University to have a consistent record of high-quality instruction. Towson University shall consider granting Adjunct Faculty II status to adjunct faculty members who meet the following criteria:

1. A record of teaching at least three years at the University for a total of 36 contact hours or more (one contact hour is 50 minutes of instruction per week over an entire semester); and
2. A series of at least three (3) high-level teaching performance evaluations over the course of multiple semesters at the University, including one within the year prior to application for promotion; and
3. Endorsement of the preponderance of the members of the faculty of the department to which the adjunct faculty member is appointed, via the specified departmental or college review committee as detailed in department and/or college policies and procedures.

Upon the written request by the faculty member to the department chairperson, the department chairperson the specified faculty committee, and the college dean will provide written recommendations to the Provost on the granting of Adjunct II status.

An Adjunct I faculty member who meets the above requirements must submit a written request for consideration for promotion to Adjunct II to the department chairperson no later than the **1<sup>st</sup> Friday in February**. This letter must be accompanied by a dossier (in a one inch, three ring binder) to contain these items in this order:

1. Section I: Curriculum vita
2. Section II: The letter requesting consideration for promotion
3. Section III: Student evaluations that cover at least three years at Towson University and twelve full-semester courses of three or more units  
This section should also include:
  - a) a summary table of overall teaching evaluation mean and median scores
  - b) at least three peer evaluations
  - c) a sample syllabus for each course taught
  - d) a narrative statement about individual teaching philosophy, including:
    - i. an interpretation of the student course evaluations for all courses, and
    - ii. an interpretation of peer evaluations
4. Section IV: Recommendations from the department chairperson

### **Promotion to Adjunct III (from Adjunct II)**

According to the *Policy on the Employment of Adjunct Faculty*, Adjunct Faculty III are members who are determined by the University to have maintained a consistent record of high-quality instruction and active engagement and contributions in achieving department's mission. Towson University shall consider granting Adjunct Faculty III status to adjunct faculty members who meet the following criteria:

1. A record of teaching at least nine years at the University for a total of 108 contact hours or more (one contact hour is 50 minutes of instruction per week over an entire semester); and
2. A series of at least six (6) high-level teaching performance evaluations over the course of multiple semesters at the University, including one within the year prior to application for promotion; and
3. Endorsement of the preponderance of the members of the faculty of the department to which the adjunct faculty member is appointed, via the specified departmental or college review committee as detailed in department and/or college policies and procedures.

Upon the written nomination of the faculty member by the department chairperson, the department chairperson, the specified faculty committee, and the college dean will provide written recommendations to the Provost on the granting of Adjunct II status.

The department chair is responsible for nominating eligible faculty members for consideration for promotion to Adjunct III. A nomination letter must be submitted to the college dean no later than the 1<sup>st</sup> Friday in February. The nomination letter must be accompanied by a dossier (in a one-inch, three-ring binder) to contain these items in this order:

1. Section I: Curriculum vita
2. Section II: Student evaluations that cover at least nine years at Towson University and at least 108 contact hours or more.

This section also should include:

- a) a summary table of overall teaching evaluation mean and median scores
- b) at least six peer evaluations, a sample syllabus for each course taught
- c) a narrative statement, written by the faculty member, about individual teaching philosophy, including:
  - i. an interpretation of the student course evaluations for all courses, and
  - ii. an interpretation of peer evaluations
- d) a statement addressing the nominee's active engagement within the department, including specific contributions toward achieving the department's mission

3. Section III: Recommendation letter

### **Delivery of Binders to Offices of the Dean and the Provost**

- Dossiers must be received by the Dean no later than the 1st Friday in March.
- The dossier (including a recommendation letter from the college dean) must be received by the Office of the Provost no later than the 1<sup>st</sup> Friday in April.

- By the 1st Friday in May, the Provost's letter of decision is conveyed to the faculty member, department, and college dean.
- All promotions will be effective on the beginning of the following fall semester. Any courses taught by new Adjunct Faculty II will be compensated at the new salary rate (10% above the base for Adjunct Faculty I). Any courses taught by new Adjunct Faculty III will be compensated at the new salary rate (10% above the base for Adjunct Faculty II).

Revised and Approved by the Provost and Dean's Council on May 26, 2016  
Revised on August 9, 2018

## Frequently Asked Questions

**Q: Do minimester or summer courses count?**

A: Yes, if the entire course is taught.

**Q: Is there a role for the college PTRM committee in this process?**

A: Since these are not tenure track positions, according to the policy there is no role for the college PTRM committee. The recommendations come from the department through their designated process, department chairperson, and the dean.

**Q: Is promotion to Adjunct II and Adjunct III based, then, on time here at TU and number of courses taught?**

A: Meeting those criteria only qualifies one to apply. In addition, promotion to Adjunct III is not only based on length of service, but on contributions to the department or college over time. This can include being an adjunct representative on various department, college, or university committees, for example. The contributions would vary by faculty and department, but most likely be based on why the chair nominated the particular faculty for the promotion.

**Q: What can I do to prepare myself for promotion?**

A: You should ensure that all of your courses are evaluated, become aware of your department's criteria for evaluation, ensure that peer evaluations of your class are completed, and do the very best job you can do teaching. You should be in close communications with your department chairperson and/or a mentor, who will likely be a full time faculty member.

**Q: Can a retired TU faculty member start as an Adjunct II or III faculty?**

A: No. The process is the same for all adjunct faculty members, so a retiring faculty member should submit an application in the year prior to retirement. The previous year's annual merit review binder or last five year review materials can be updated to meet this requirement.

**Q: Does time at TU prior to the implementation date of the policy (1 September 2011) count towards meeting the requirements.**

A: Yes. But those courses taught before 1 September 2011 must have been evaluated with student course evaluations and the file must include peer evaluations sufficient to meet the criteria.

Revised on August 9, 2018