

## **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. Departments shall provide a definition of “high-quality instruction” to all adjunct faculty. 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 at least 36 contact hours (one contact hour is 50 minutes of instruction per week over an entire semester); and 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; or
2. A retiring full-time faculty member with three years or more service

Upon the written request by the faculty member to the department chairperson, the department chairperson will provide written recommendations to the Dean 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, a curriculum vita, at least three peer evaluations, and chairperson’s recommendation shall be submitted to the dean by the 1<sup>st</sup> Friday in March.

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

Department Chairs shall inform Adjunct Faculty II of their consideration of support for promotion to Adjunct Faculty III by the **1<sup>st</sup> Friday in September**.

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 a series of at least three (3) high-level teaching performance evaluations since the last promotion, including one within the year prior to application for promotion; or
2. A retiring full-time faculty member with six years or more service.

An Adjunct II faculty member who meets the above requirements must submit a written request for consideration for promotion to Adjunct III to the department chairperson no later than the **1<sup>st</sup> Friday in**

**February.** Upon the written request by the faculty member to the department chairperson, the department chairperson will provide written recommendations to the Dean on the granting of Adjunct III status.

This letter, a curriculum vita, at least three peer evaluations, and chairperson's recommendation shall be submitted to the dean by the **1<sup>st</sup> Friday in March.**

**Delivery of Materials to Offices of the Dean**

- Materials must be received by the Dean no later than the **1st Friday in March.**
- By the **1st Friday in April**, the Dean's letter of decision is conveyed to the faculty member, department chairperson, and Vice Provost.
- 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's and Deans' Council on May 26, 2016

Revised and approved by the Provost's and Deans' Council on September 18, 2019

Revised and approved by the Provost's Adjunct Advisory Board March 15, 2022, and  
Deans' Council April 14, 2022

## Frequently Asked Questions

**Q: Do minimester or summer courses count toward time for adjunct promotions?**

**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.

**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. Promotion to Adjunct II and Adjunct III is not automatic with meeting these criteria. In parallel with other promotions in higher education, evidence of quality sustained teaching is needed.

**Q: Does teaching in an interdisciplinary center or department count towards promotion to Adjunct Faculty II or Adjunct Faculty III?**

**A:** Yes, if these are for credit Towson University courses.

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

**A:** You should encourage students to participate in student evaluation processes, ensure that peer evaluations of your class are completed, and deliver high-quality instruction. You should also be in close communications with your department chairperson.

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

**A:** A retiring full-time faculty member with 3 years or more service will be granted Adjunct II status and a retiring full-time faculty with 6 years or more service will be granted Adjunct III status on recommendation of the chair and dean. Please note that all faculty are paid the same amount for teaching in minimester and summer – which is a higher rate than the Adjunct III rate

**Q: Does time teaching as a faculty member, including as a clinical faculty, lecturer, or visiting faculty member, in the same or other department count towards the time needed to qualify for promotion to Faculty Adjunct II or Faculty Adjunct III status?**

**A:** On recommendation of the chair and dean faculty members with 3 years or more service will be granted Adjunct II status and faculty with 6 years or more service will be granted Adjunct III status if teaching an overload course during the Fall or Spring semester or if hired as an adjunct. Please note that all faculty are paid the same amount for teaching in minimester and summer – which is a higher rate than the Adjunct III rate.

**Q: Are adjunct faculty members eligible for membership in the Towson University Retired Faculty Association (TURFA)?**

**A:** Yes. Please visit the TURFA website at <https://www.towson.edu/retiredfaculty/center.html>

Revised on August 9, 2018; September 18, 2019