Definitions

As defined in UM Policy 11-1.07(A), “Adjunct Faculty” refers specifically to instructional faculty who are either (1) paid by the course, or (2) have FTE appointments below 50% and are ineligible for health benefits. ([http://www.president.umd.edu/policies/ii107a.html](http://www.president.umd.edu/policies/ii107a.html))

In compliance with the University policy noted above, Adjunct Faculty in the iSchool shall be designated as one of the following:

A. Adjunct Faculty I: All Adjunct Faculty, except those faculty members who have been designated by the University as Adjunct Faculty II;

B. Adjunct Faculty II: Adjunct Faculty members who have been determined by the University to have delivered consistently high-quality instruction and have met the following criteria:

1. Have taught a minimum of 36 credits in the College within the past five (5) academic years (excluding summer and winter terms); and

2. Are supported by a series of high-level performance evaluations. High-level performance is determined by student evaluations at or above the College mean for each course taught by the faculty member in the following areas:

   - The instructor treated students with respect.
   - The instructor was well prepared for class.
   - Overall this instructor was an effective teacher.

Adjunct Faculty II status shall be granted upon the recommendation of the Dean, subject to approval by the Provost.

Recruitment and Selection of Adjunct Faculty

Adjunct Faculty members are recruited to supplement the instruction of full-time faculty in the College. In some cases, Adjunct Faculty members are recruited to enable the College to add additional sections of classes taught by full-time faculty members. In other cases, Adjunct Faculty members are considered because they hold special expertise or experience, which is determined to be of value for students in the degree programs offered by the College. Adjunct Faculty members are expected to have academic qualifications commensurate with the course(s) that they are invited to teach. Experience teaching at the graduate level and evidence of scholarly publications and/or presentations are preferred.

Adjunct Faculty members may be recruited through iSchool communications outlets (e.g. website, discussion lists, etc.), may be identified by full-time faculty and/or administrators, and/or through advertising in local media. Potential adjuncts are expected to submit a letter of interest, outlining his/her qualifications for the teaching position and a current CV. After review of the
materials submitted by the Dean or the Dean’s designee, candidates may be invited to campus for an interview with the Associate Dean for Academic Programs, the Director of the degree program(s) in which the candidate is expected to teach, and other faculty members as appropriate. If the assessment of the candidate by the interview team is positive, the individual’s credentials are submitted to the iSchool’s Subcommittee on Appointments for review and approval. As defined in the iSchool’s Plan of Organization, the Subcommittee on Appointments “shall consist of all full-time faculty whose tenure home or primary appointment is in the College as described in Article IV.A.1 of this Plan, and academic administrators and other College staff members, who have been approved for teaching regular College courses by the Subcommittee on Appointments. The committee shall be chaired by the Dean of the College or the Dean’s designee.” Following discussion by the Subcommittee, a vote on each candidate presented is conducted by secret ballot.

As with searches for full-time faculty and in compliance with University System Policy, in identifying and hiring Adjunct Faculty members, the College is committed to “providing equal educational and employment opportunity in all of its . . . and programs and (is) in conformity with all pertinent federal and State laws on non-discrimination regarding race, color, religion, age, national origin, sex, and handicap, including, but not limited to, Title VI of the Civil Rights Act of 1964 as amended, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973.”

The College also works to “assure that women and minorities are equitably represented among the faculty so that the College “reflects the diversity of the State's population.”

http://www.usmh.usmd.edu/regents/bylaws/SectionVI/VI100.html

Following approval by the Subcommittee on Appointments and prior to contracts being prepared, Adjunct Faculty candidates may be requested to submit academic transcripts and other materials as appropriate for verification.

Appointments

As outlined on the web site of the Office for Faculty Affairs, appointment letters will include:

1. position title;
2. contract term;
3. per-course compensation;
4. description of the assignment;
5. institutional benefits, if any;
6. information regarding faculty policies and procedures, including performance evaluations;
7. information about eligibility for and benefits associated with designation of Adjunct Faculty II status.

In addition to the required information above, letters/contracts for Adjunct Faculty will also explain the implications of the cancellation of a course less than 30 days prior to the start date, namely:

If the College 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.

Professional Development and Working Conditions

A. Support for Teaching. The College will provide each Adjunct Faculty member with the support it determines to be necessary for the execution of the appointee’s duties, which may include an orientation session held at the beginning of each semester, a copy of the College’s Handbook for Adjunct Faculty, access to the University’s website, the College website and Faculty Intranet, and to other electronic resources, which may provide:

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. Access to a computer and printer;
   c. Necessary office supplies;
   d. Copying services for course materials; and
   e. 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. College orientation and overview
2. Campus orientation
3. Introduction to teaching resources
4. Training in using UMEG, TESTUDO; learning management systems 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 College, University, and external faculty development events, mentoring from senior faculty, and support for attending academic conferences.

C. Performance Evaluation. Evaluation of teaching performance by Adjunct Faculty members shall be done on the same basis as that used to evaluate the teaching of tenure-track faculty members. Evaluation procedures shall include review of student evaluations and faculty classroom visitation and observation to the extent feasible. Evaluations shall be kept on record in personnel files maintained by the Associate Dean for Academic Programs and shall be consulted when decisions about promotion, compensation, and any subsequent appointments are made.
Participation in Shared Governance

Adjunct Faculty members are represented by a voting member of the College Assembly. An election for the Assembly representative, open to all Adjunct Faculty members scheduled to teach during the academic year, shall be scheduled prior to the beginning of the fall semester in each academic year. All Adjunct Faculty members are welcome to attend the monthly Assembly meetings, meetings of the Program Committees in which they are teaching, and/or other meetings of the faculty scheduled in the College. At these meetings, Adjunct Faculty meetings have voice, but no vote.

In addition, 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.

Grievance Procedures and Appointment Rights

A. In accordance with University policy, if an Adjunct's appointment is to be terminated before the end of its term, the Adjunct can request a meeting with the Dean, Associate Dean for Academic Programs, and the Program Director to discuss the decision. The Adjunct can be removed from the classroom while the Grievance is in process; however, the University will continue to pay the Adjunct until the faculty member has had a reasonable opportunity to resolve the Grievance. 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. If an Adjunct Faculty member is not renewed to teach at the end of a semester, the Adjunct Faculty member may request a meeting with the Dean, Associate Dean for Academic Programs, and the Program Director to discuss the decision.

Eligibility for Promotion to Adjunct II Status

The requirements for promotion to Adjunct II are that the faculty member is currently teaching in the College; has taught a minimum of 36 credits at the University within the past 5 academic years (excluding summer and winter terms) without exceeding 50% FTE; and has a series of high-level performance evaluations. A list of faculty members eligible for consideration for Adjunct II status shall be prepared annually prior to June 30 by the Assistant Dean for Finance and Administration and the Associate Dean for Academic Programs for review by the Dean. Adjunct II status is granted upon the recommendation of the Dean subject to approval by the Provost. Promotions will be reflected in a faculty member's first renewed appointment after being promoted.
Upon promotion to Adjunct II, the faculty member will receive a letter from the Dean's Office explaining the benefits of the new rank, including an annual compensation increment, the minimum of which is set each year by the Provost in accordance with State and USM policies.

Adjunct II faculty will 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/Adjunct II faculty may be considered for longer term appointments that assure the Adjunct Faculty member assignment to a fixed number of classes during the term of the appointment.

Additional information about the employment of Adjunct Faculty may be found on the web site of the Office for Faculty Affairs.
http://faculty.umd.edu/Adjunct/adjunct_policy.html#Promotion