



Policy on the Employment of Adjunct Faculty

I.-1.00(A) - UMES POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY

(Approved by the President February 15, 2013)

I. PURPOSE

This policy outlines procedures to govern practices at the University of Maryland Eastern Shore (“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 to provide a set of baseline procedures that will lead to continuous improvement in the status of adjunct faculty at the University.

II. APPLICABILITY

A. Adjunct Faculty. This policy applies only to adjunct faculty, defined as faculty members of the University who are:

1. Employed to provide instructional services;
2. Neither tenured nor eligible for tenure; and
3. Appointed to teach specific courses and compensated on a course-by-course basis.

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 meet the criteria for design by the University as Adjunct Faculty II;
- B. Adjunct Faculty II: Adjunct faculty members are determined by the University to have a consistent record of high-quality instruction. UMES shall consider granting Adjunct Faculty II status to adjunct faculty members who meet the following criteria:
 1. After establishing a record of teaching at least three years at the University and a total of 12 courses of three credits or more;
 2. Supported by a series of high-level performance evaluations over the course of at least twelve full semester courses at the University; and

3. Upon written request by the faculty member to the department chair. The department chair and dean will provide a written recommendation to the Vice President for Academic Affairs on the granting of Adjunct II status.

IV. RECRUITMENT AND SELECTION OF ADJUNCT FACULTY

- A. Credentials. The University shall develop written standards for the academic degrees or professional certifications and professional experience required for appointment as adjunct faculty. Doctoral/terminal degree is preferred; however, Master's and Bachelor's degree will be considered depending on the program. Federal Aviation Administration Certification is required to teach Aviation Ground School courses.
- B. Selection Procedures. The Vice President for Academic Affairs will assure that each department has in place written procedures for selecting adjunct faculty. These procedures shall include verification of credentials by the UMES Employment Manager and shall reflect the commitment of the University and the University System of Maryland to equal opportunity and affirmative action.

V. 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 electronic resources, including the following:
 1. Information on the department's policies, requirements, 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 in the selection of textbook(s) for the course(s) and ancillaries for the text(s), if these are not already available;
 4. A University email account along with access to on-campus computer 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. Professional development opportunities for adjunct faculty shall be supported to the extent feasible, and may include invitations to departmental, school, University and external faculty development events.
- C. Performance Evaluation. The Vice President for Academic Affairs will assure that each department has in place written procedures for evaluating adjunct faculty performance on a semester basis.
 - 1. Departments shall evaluate the teaching of adjunct faculty members in a manner that identifies high-level performance, according to departmental standards.
 - 2. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, compensation, and any subsequent contract are made.

VI. APPOINTMENT AND ASSIGNMENT

A. Appointment of Adjunct Faculty Members

- 1. Contracts/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) Performance evaluation policies and procedures
 - g) Explanation of the implications of the cancellation of a course before its start date.

2. Provisions for Adjunct Faculty II
 - a) After designation as Adjunct Faculty II at the University, a faculty member:
 - 1) Shall receive a compensation increment of at least 10% of the minimum, annual per-course compensation for adjunct faculty at the University, consistent with State and USM budget policies.
 - 2) Shall be given priority consideration to the extent operationally feasible among adjunct faculty for future teaching assignments in the subjects for which the faculty member has had consistent instructional experience at the University.
 - 3) May be eligible for longer term appointments that assure the faculty member assignment to a fixed number of classes during the term of the appointment.
 - b) The designation of a faculty member as Adjunct Faculty II will not prevent the faculty member from competition for or selection into a position as salaried PTNTT or other faculty.
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 forty-five (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 a class enrollment is seven (7) or more students, the adjunct faculty member will receive full compensation. However, for fewer than seven (7) students enrolled, the adjunct faculty member has the choice of a pro-rata salary per student.
 - c) If the University cancels a fall or spring class to which an adjunct faculty member has been assigned less than 30 days before the class start date, and has been unable to offer the faculty member

re-assignment to a comparable class, the University shall compensate the faculty member 10% of the payment amount specified in the contract or appointment letter for that class.

- B. Notice of policies and procedures. Upon signing a contract or otherwise accepting an appointment the adjunct faculty member will receive electronic access to the University's Faculty Handbook, Adjunct Faculty Resource Guide, and Frequently Asked Questions, as well as USM policies, including those policies explaining the benefits for which the adjunct faculty member may be eligible.

VII. 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. Higher compensation may be available based on discipline demand or based on location.
- B. Benefits for Adjunct Faculty. The University may provide designated institutional benefits to adjunct faculty, in either or both of the Adjunct Faculty I or Adjunct Faculty II categories, at the discretion of the President.
- C. Sabbatical and Terminal Leave. Adjunct faculty members are ineligible for sabbatical leave or terminal leave, regardless of length of service.

VIII. DUE PROCESS PROTECTIONS

- A. Grievance Procedure. With the exception of those policies and procedures that relate to the appointment, rank and tenure of tenured and tenure-track faculty. Adjunct Faculty shall follow the UMES Faculty Grievance Policy.
- B. Process Related to the Termination of Adjunct Faculty. All Adjunct Faculty members shall the opportunity for an informal hearing at the level of the appropriate dean's office before termination of an appointment within the term of the faculty member's contract. The University may remove the Adjunct Faculty member from the classroom, while continuing to pay the faculty member, pending the outcome of the hearing.
- C. Subsequent Appointments. The decision whether to re-appoint an adjunct faculty member after the term of the faculty member's contract remains within the discretion of the University:
 - 1. Consistent with Section VI.A.2; and

2. Provided that the decision was not made for unlawful reasons or in retaliation for the faculty member's exercise of grievance rights or shared governance activities.

IX. PARTICIPATION IN THE CAMPUS COMMUNITY

- A. Integration into University Life. Adjunct faculty members shall be invited, to the extent feasible, to participate in the scholarly, intellectual, academic, and social life of the department, school, and University.
- B. Communication with Administration. 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.
 1. 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 the Faculty Assembly. Provisions regarding the Faculty Assembly are available in the UMES Faculty Handbook.
 2. Adjunct Faculty may elect a representative to meet with the Vice President for Academic Affairs twice a year, in the fall and spring semesters.
 3. The University will facilitate the formation and operation of an adjunct advisory committee, to be comprised of adjunct faculty members who will represent the interests of the University's Adjunct Faculty.
 - a. The committee may be part of an existing shared governance body or a distinct advisory group formed for the purpose of addressing the interests of Adjunct Faculty.
 - b. Members will have the option of engaging an external representative in their discussions with administration, as described in paragraph 4, below.
 4. Adjunct Faculty may elect to engage an external representative, which may be a labor organization, to assist them in "meet and confer" discussions with administration over issues of concern, including compensation, benefits and terms of employment.

- a. The University will give serious consideration to the information, views and suggestions gained from the meet and confer process in any relevant policy decisions regarding adjunct faculty. Agreements reached during the process that are amenable to formalization as policy may be adopted as such through appropriate decisional processes of the University; the President retains final authority over all such decisions.
 - b. The Chancellor, in consultation with the Presidents, shall develop principles and guidelines for organization of the meet and confer process at USM institutions.
 - i. Principles underlying the meet and confer process must include appropriate legal parameters, requirements for fairness and adequate representation, respect for the fundamental elements of higher education shared governance, and administrative feasibility.
 - ii. Guidelines will address the processes by which Adjunct Faculty will determine whether to engage a representative, the selection of a representative, access to information, and minimum requirements for meet and confer meetings.
5. Communications between Adjunct Faculty and the University administration are based upon the free and candid expression of views. The presence of a meet and confer process at the University in which Adjunct Faculty engage a representative organization does not limit or constrain the role, function or processes of University shared governance. Shared governance bodies and other groups of Adjunct Faculty remain free to confer with administrators regarding matters of concern to those groups, and Adjunct Faculty members may participate in University shared governance bodies, consistent with University policies.
- C. Reimbursement of Expenses. In recognition that Adjunct Faculty are compensated only for course-by-course instructional services, each campus shall provide reimbursement for travel and other reasonable expenses, consistent with University System of Maryland and University travel policies, to each Adjunct Faculty member who serves on the University's adjunct advisory committee or other shared governance group.

UMES Senate Approved: February 12, 2013