

Procedures for Promotion
From Adjunct I to Adjunct II
Towson University

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

The provisions of this policy take precedence over all other statements relating to the employment of adjunct faculty members at Towson University.

- According to the *Policy on the Employment of Adjunct Faculty*, Adjunct Faculty II are 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:
 - a. After establishing a record of teaching at least three years at the University and a total of 12 courses of three credits or more;
 - b. Supported by a series of high-level performance evaluations over the course of at least 12 full semester courses at the University; and
 - c. Upon the written request by the faculty member to the department chairperson;The department chairperson and college dean will provide a written recommendation 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 **1st Friday in March**. This letter must be accompanied by a dossier to contain these items in this order:
 1. Section I: Curriculum vita
 2. Section II: The letter requesting consideration for promotion
 3. Section III: Summary of student evaluations that cover at least three years at Towson University and twelve three credit full semester courses. This section should also include peer evaluations as required in the college or department evaluation criteria. The applicant should also include a narrative statement about individual teaching philosophy, an interpretation of the student course evaluations, and an interpretation of peer and chairperson evaluations.
 4. Section IV: Recommendations from the department chairperson and the dean of the college.

- The dossier must be received by the Office of the Provost no later than the **1st Friday in April**.
- By the **1st Friday in June**, the Provost's letter of decision is conveyed to the faculty member, department, and college dean.

- All promotions to Adjunct Faculty II will be effective on the beginning of the following fall semester and any courses taught by new Adjunct Faculty II will be compensated at the new salary rate (10% above the base for Adjunct Faculty I).

Frequently asked questions:

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 college's guidelines for the evaluation of adjunct courses.

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 chairperson and the dean.

Q: What does "twelve three credit full semester courses" mean?

A: To qualify for consideration for promotion to Adjunct II, an adjunct must have taught at least twelve courses that carry at least 3 credits each, and they must have been offered during a full semester. That means that minimester and summer courses of a shorter duration will not be considered.

Q: Is promotion based, then, on time here at TU and number of courses taught?

A: Meeting those criteria only qualified one to apply. There must be an evaluation of teaching according to the college criteria. The department and dean must then judge whether or not the evaluation reflects the quality of teaching expected in order to give a positive recommendation for promotion.

Q: May I apply now (prior to 1 September 2011) for Adjunct Faculty II and have it take effect in the fall 2011?

A: No. The policy does not go into effect until 1 September 2011, and colleges have not yet developed their criteria for evaluation. The earliest that the Provost will accept and review applications for Adjunct II is during spring 2012 in accordance with the cycle described above.

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

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