



# **Adjunct Faculty Policy**

Office of the Vice President Academic Affairs

Coppin State University  
**Office of the Vice President Academic Affairs**  
**Coppin State University**

Based on

USM Bylaws Section II—1.07 Policy On The Employment Of Adjunct Faculty In The University System of Maryland, Approved by the Board of Regents on December 3, 2010.  
<http://www.usmd.edu/regents/bylaws/>

**POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY FOR COPPIN STATE UNIVERSITY**

Prepared by the Faculty Policy Committee  
Coppin State University

(Approved by the President, Coppin State University on August 2011)

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# POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY FOR COPPIN STATE UNIVERSITY

(Approved by the President, Coppin State University on August 2011)

## I. PURPOSE

This policy is designed to establish baseline standards for Coppin State 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 and to provide a set of policies that will lead to continuous improvement in the status of adjunct faculty at Coppin State University.

## II. APPLICABILITY

A. This policy applies only to adjunct faculty, *defined* for the purposes of this policy as faculty members of Coppin State University who are:

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

B. This policy does not apply to the Part -Time or Full -T time Non-Tenure Track Faculty.

C. Policies for Salaried Part-Time, Non-Tenure Track Faculty: Part-Time, Non-Tenure Track (PTNTT) faculty who are appointed to salaried positions are not included as "Adjunct Faculty" for the purposes of this policy, and are covered instead by USM Policy II – 1.06 – Policy on the Employment of Salaried Part-Time, Non-Tenure-Track Instructional Faculty in the University System of Maryland.

D. This document does not serve the purpose of a detailed Adjunct Faculty Handbook containing rules and other departmental practices and procedures.

## 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 designation as Adjunct Faculty II";

B. "Adjunct Faculty II": Adjunct faculty members who are determined by Coppin State University to have a consistent record of high-quality instruction as follows:

1. The Adjunct Faculty II status is granted to adjunct faculty members who meet the following criteria:

- a. After establishing a record of teaching consecutively for three or more semesters or six courses for at least two years at Coppin State University
  - b. Supported by performance evaluations of at least 3.5 or higher on a scale of 1 to 5 over the course of multiple semesters at Coppin State University; and
  - c. Upon written request by the adjunct faculty member and recommendation of the department chair and dean to Coppin State University.
2. The Office of Academic Affairs may adopt alternative criteria for the designation of Adjunct Faculty II status, provided that Coppin State University's requirements are not more restrictive than those listed in paragraph III.B.1, above, of this section.

#### IV. ADJUNCT FACULTY POSITION TITLES

In addition to designation of adjunct faculty as Adjunct Faculty I or Adjunct Faculty II, the Office of Academic Affairs may establish a range of position titles for its adjunct faculty, consistent with the goals of this policy.

#### V. RECRUITMENT AND SELECTION OF ADJUNCT FACULTY

1. Credentials: Each department chair or designee shall publicize, in writing standards for the academic degrees, professional certifications, or professional experience required for appointment as an adjunct faculty. These qualifications may vary depending on the level of courses to be taught and the professional program's requirements. a minimum of a Master's degree or equivalent experiences as designated by Office of Academic Affairs, dean, or chair is required to teach undergraduate courses, and a minimum of a doctoral degree is required to teach all post-graduate courses.
2. Selection Procedures: Coppin State University President or designee shall assure that each department, academic center or academic unit has in place written procedures for selecting adjunct faculty. These procedures shall include verification of credentials, and shall reflect the commitment of Coppin State University and the University System of Maryland to equal opportunity and affirmative action.

Before an adjunct faculty member begins teaching, s/he is required to: 1) submit adjunct faculty department-application form and transcripts, personal information form, Maryland Tax Form, W-4 federal form, direct deposit form and others as needed; 2) attend orientation session with the head or designee from the applicable department, academic center or academic unit, and 3) sign a contract.

#### VI. PROFESSIONAL DEVELOPMENT AND WORKING CONDITIONS

- A. Support for Teaching: The academic department chair or designee shall provide each adjunct faculty member with the support that the chair or designee determines to be necessary for the execution of the appointee's duties, which may include access through Coppin State University website, Blackboard class management system or other 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 otherwise selected by a department;
  4. A Coppin State University e-mail 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;
    - d. Appropriate space for meeting with students during scheduled office hours; and
    - e. On-campus parking.
- B. Professional Development: Professional development opportunities for adjunct faculty shall be supported to the extent feasible and may include invitations to departmental, institutional, and external faculty development events.
- C. Performance Evaluation: The President or designee shall assure that each department or academic unit has in place approved written procedures for evaluating adjunct faculty performance on a regular schedule, as required by Board of Regents' Policy II-1.20.
1. Department chair or designee shall evaluate the teaching of adjunct faculty members in a manner that identifies high-level performance, according to Coppin State University or departmental standards, and share with the adjunct faculty members.
  2. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, compensation, and any subsequent appointment are made.

## VII. APPOINTMENT AND ASSIGNMENT

### A. Appointment of Adjunct Faculty Members.

1. Contracts and 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, if any,
  - 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. Adjunct Faculty II appointment and assignment provisions include those of an Adjunct Faculty I as stated above and the following:

- a. After designation as Adjunct Faculty II at an institution, a faculty member:
    - i. Shall receive a compensation increment of at least 10% of the minimum, annual per-course compensation for adjunct faculty at Coppin State University, consistent with State and USM budget policies.
    - ii. 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 Coppin State University.
    - iii. 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.
  - c. Coppin State University Evaluation Process for Adjuncts:
    - i. Adopt standards and protocols for the periodic evaluation of a faculty member's status as Adjunct Faculty II;
    - ii. May provide additional compensation or other benefits to Adjunct Faculty II;
    - iii. Determine the compensation increment for Adjunct Faculty II based upon the minimum compensation for adjunct faculty in a particular school, department, or other academic unit; and
    - iv. Administer alternative adjunct faculty promotion and compensation systems, provided that they meet or exceed the requirements of this section.
3. Teaching Assignments: The appointing department chair or an academic designee shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes.
- a. A dean, department chair, or designee shall have the goal of providing such notice seven (7) before the start date of the class, to the extent feasible. Departments or an academic unit reserves the right to alter or cancel teaching assignments on short notice if changes in class, course enrollment, reduction in resource availability, or other extenuating factors occur.
  - b. If Coppin State University cancels a semester class to which an adjunct faculty member has been assigned less than 20 days before the class start date, and has been unable to offer the faculty member re-assignment to a comparable class, the Office of Academic Affairs of Coppin State University shall compensate the faculty member 10% of the payment amount specified in the contract or appointment letter for that class.

c. Adjunct faculty members are required to use the standard department syllabus of record and any deviation from the syllabus of record must be approved by the department chair.

B. Adjunct Major Responsibilities

Adjunct faculty I and II are required to:

- a. Sign and return contract of hire within one week of issuance;
- b. Attend and participate in all orientations, meetings, or professional development specifically designed for adjuncts;
- c. Use only the syllabus of record as distributed by the hiring department, understanding that any modification to the syllabus must be approved by the department chair;
- d. Maintain all student records ( i.e. attendance, grade and record assignments) in accordance with all regular faculty expectations;
- e. Submit grade and attendance records to the Department Chair at the completion of the teaching semester.

C. Notice of Policies and Procedures. Upon signing a contract or otherwise accepting an appointment, the adjunct faculty member will receive access, electronically or in print, to the Institution's Faculty Handbook and institution or University System of Maryland policies, including those policies explaining the benefits for which the faculty member may be eligible.

VIII. 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. The dates and other related compensation information shall be made available to the adjunct faculty members.
- B. Benefits for Adjunct Faculty: An institution may provide designated institutional benefits to adjunct faculty, in either or both of the Adjunct Faculty I and Adjunct Faculty II categories, at the discretion of the President.
- C. Sabbatical and Terminal Leave: Adjunct faculties are *ineligible* for sabbatical leave or for terminal leave, regardless of length of service.

IX. GRIEVANCE AND APPOINTMENT RIGHTS

- 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 have available the same grievance procedure as all other faculty, consistent with the USM Policy on Faculty Grievances, No. II-4.00.
- B. Process Related to the Termination of Adjunct Faculty: If an adjunct faculty member is not meeting satisfactory expectations as determined by the department chair, during a teaching assignment, the adjunct can be removed from the designated teaching assignment. The adjunct must appeal the removal status within one week of the removal through an informal hearing headed by the dean of the division. The dean of the division is to establish an ad-hoc committee consisting of another dean,

and a department faculty to hear the appeal. The adjuncts faculty member shall be removed from the teaching assignment while continuing to be paid, 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 department chair or designee:
  - a. Consistent with Section VII.A.2 of this policy;
  - b. 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.

## X. PARTICIPATION IN THE CAMPUS COMMUNITY

- A. Integration into Institution Life: Adjunct faculty members shall be invited, to the extent feasible, to participate in the scholarly, intellectual, academic, and social life aspects of the department or academic unit and the broader Coppin State University campus.
- B. Shared Governance Participation.
  - 1. Coppin State University Office of Academic Affairs shall
    - a. provide opportunities for adjunct faculty to communicate their concerns to campus administration;
    - b. provide advice in the development and implementation of policies and procedures related to adjunct faculty ;
    - c. provide opportunity for adjunct faculty to participate fully in shared governance through the formation of an adjunct faculty advisory committee that will meet at least twice annually with campus administration, either within existing faculty shared governance bodies or as a separate body, with representatives elected by the adjunct faculty members.
  - 2. Coppin State University may provide reimbursement for travel and other reasonable expenses, consistent with University System of Maryland and institution travel policies, to each adjunct faculty member who serves as the institution's representative for state meetings.

## XI. IMPLEMENTATION

The provisions of this policy, and any policies and procedures adopted by Coppin State University for the administration of this policy, shall be implemented by Coppin State University employing adjunct faculty no later *than approved date by the administration.*

## XII SOURCE

USM Bylaws Section II—1.07 POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY IN THE UNIVERSITY SYSTEM OF MARYLAND, Approved by the Board of Regents on December 3, 2010.  
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