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AND DEAN FOR UNDERGRADUATE STUDIES

**OFFICE OF UNDERGRADUATE STUDIES**

POLICY STATEMENT ON THE EMPLOYMENT OF ADJUNCT FACULTY

October 29, 2011

The Office of Undergraduate Studies endorses all explicit provisions of II-1.07(A) University of Maryland Policy on the Employment of Adjunct Faculty. This policy statement responds to institutional requirements that hiring units create written policies and procedures to implement II-1.07(A).

I. Procedure for Advancement from Adjunct Faculty I to Adjunct Faculty II Status (this extends II-1.07(A), III. Categories of Adjunct Faculty)

A. The application dossier for advancement to Adjunct Faculty II status must include the following materials:

1. The adjunct faculty member’s letter of application

2. The adjunct faculty member’s résumé or *curriculum vitae*

3. A summary list of courses taught (with indication of semesters in which they were taught)

4. Syllabi for all courses

5. All Performance Evaluations received

6. All reports arising from faculty classroom visitations and observations

7. All University of Maryland Course Evaluation Reports from courses taught by the adjunct faculty member

8. Any additional materials

B. Application dossiers must be submitted to the unit or program head consistent with the schedule for consideration of Adjunct Faculty II applications established annually by the Dean.

C. Adjunct Faculty II status shall be granted to applicants upon the recommendation of the unit or program head and Dean, subject to approval by the Provost.

II. Procedure for Selection of Adjunct Faculty (this specifies II-1.07(A), V. Recruitment and Selection of Adjunct Faculty, B. Selection Procedures)

A. The procedure for selecting adjunct faculty shall follow the University policy governing all temporary and acting faculty appointments in *Procedures and Guidelines for Conducting Searches at the University of Maryland*, Chapter 10.

B. Applicants selected for appointment as adjunct faculty members must verify their credentials for teaching with official documentation prior to their employment by the University.

III. Procedure for Performance Evaluation of Adjunct Faculty (this specifies II-1.70(A), VI. Professional Development and Working Conditions, C. Performance Evaluation)

A. Adjunct faculty performance evaluation shall be carried out on a regular schedule, as required by BOR II-1.20 Policy on Evaluation of Performance of Faculty and Policy II-1.20(A) UMCP Policy on Periodic Evaluation of Faculty Performance.

B. The primary purpose of periodic adjunct faculty evaluation is to recognize long-term meritorious performance; improve quality of adjunct faculty efforts in teaching; increase opportunities for adjunct faculty professional development; and uncover impediments to adjunct faculty productivity.

C. The principal instrument of the periodic adjunct faculty evaluation shall be a written submission generated by the adjunct faculty member under review that addresses the period of review. The elements of this written submission shall be as follows:

1. A description of the adjunct faculty member’s teaching and other educational activities

2. The adjunct faculty member’s résumé or *curriculum vitae*

3. Syllabi for all courses taught during the period of review

4. All University of Maryland Course Evaluation Reports from courses taught by the adjunct faculty member during the period of review

5. Any report arising from classroom visitation and observation by faculty during the period of review (along with any response to this report)

a. Faculty class visitation and observation of teaching shall be conducted in any year that an adjunct faculty member undergoes periodic evaluation. The unit or program head appoints as Course Observer a faculty member (or other qualified administrator or staff member approved by the Dean). When a unit or program has insufficient faculty (or qualified administrators or staff) to support appointment of a Course Observer, the Dean may appoint a Course Observer from another unit or program in the Office of Undergraduate Studies. The Course Observer visits a class of the adjunct faculty member being reviewed. Class visits must be arranged in advance and at a time of convenience for the adjunct faculty member being reviewed. The adjunct faculty member being reviewed should provide the Course Observer with a course syllabus in advance of the class visitation; the adjunct faculty member may also provide whatever additional material he or she believes might be useful to the Course Observer in understanding the class visited. Following the class visitation, the Course Observer writes a brief report on the adjunct faculty member’s teaching.

b. Insofar as possible, the Course Observer’s report should address the following considerations: whether course guidelines are clear in the course syllabus, whether expectations and assessments of student work are appropriate, whether communication of course content is effective and engaging, and whether treatment of students in the classroom is respectful and responsive. The finished report is presented by the Course Observer to the adjunct faculty member being reviewed and to the unit or program head. The adjunct faculty member being reviewed shall have the right to respond in writing to the report within 7 calendar days of receiving it. Any such response shall be submitted to the unit or program head and become a permanent attachment to the report.

6. Any additional materials

D. All elements of the adjunct faculty member’s written submission are appraised by a Periodic Review Committee. This committee is appointed by the unit or program head and is composed of at least two members, typically the Course Observer and an additional faculty member (or qualified administrator or staff member approved by the Dean). When a unit or program has insufficient faculty (or qualified administrators or staff) to support appointment of a Periodic Review Committee, the Dean may appoint one or more members of such a committee from another unit or program in the Office of Undergraduate Studies. Based on the adjunct faculty member’s written submission, the Periodic Review Committee prepares a written Performance Evaluation. As part of this Performance Evaluation, the committee is required to make a judgment as to which of the following terms most accurately describes the adjunct faculty member’s overall performance in the period of review: Outstanding, Exceeds Expectations, Meets Expectations, Below Expectations, or Unsatisfactory. For the purposes of this policy, a judgment that an adjunct faculty member’s overall performance has been Outstanding or Exceeds Expectations constitutes a “high-level performance evaluation.”

E. The adjunct faculty member undergoing review shall have the opportunity to inspect the Performance Evaluation of the Periodic Review Committee and shall have the right to attach a response prior to its submission to the unit or program head. Adjunct faculty choosing to exercise this option shall either submit the response to the Periodic Review Committee within 14 calendar days of receipt of the appraisal, or establish an agreeable alternate deadline with the Periodic Review Committee for submitting the response. Once submitted, such a response becomes a permanent attachment to the Performance Evaluation.

F. The complete periodic evaluation file of the adjunct faculty member, including the adjunct faculty member’s written submission, the Periodic Review Committee’s Performance Evaluation, and the adjunct faculty members’ response (if any), shall be submitted to the unit or program head consistent with the schedule for periodic reviews established annually in the unit or program. This periodic review file shall be retained among personnel records for the adjunct faculty member and shall be consulted when decisions about advancement, compensation, and any subsequent appointments are made. A copy of the Periodic Review Committee’s Performance Evaluation shall be provided to the adjunct faculty member under review by the unit or program head. The adjunct faculty member may request a meeting about the Performance Evaluation with the unit or program head to discuss means of enhancing meritorious work and/or improving less satisfactory performance.

G. The frequency of periodic adjunct faculty evaluation shall differ based on the category of appointment occupied by the adjunct faculty member.

1. Faculty members with Adjunct Faculty I status shall be reviewed in their first year of appointment and subsequently at two-year intervals.

2. Faculty members with Adjunct Faculty II status shall be reviewed at five-year intervals.