

SOE Faculty Development Committee

Policy on Appointment and Promotion of Adjunct Faculty [97.16 policy update]***Perspective***

The School of Education recognizes the importance of scholarly practitioners to mentoring and educating undergraduate and graduate students, and to research. They can make important contributions to the long term effectiveness of departments and program areas in the School. Often these adjunct faculty members serve with minimal remuneration. To this end, the School provides for the recognition of continuous and sustained contributions to its academic programs by adjunct faculty members. When an adjunct faculty member has a sustained record of involvement and support within a program or department, the School of Education will consider a recommendation from the department for the appointment and/or promotions of an adjunct faculty member.

The School recognizes that the activities of adjunct faculty members being considered for appointment or promotion will seldom resemble those of tenure-track faculty members being considered for tenure or promotion. Adjunct faculty members are likely to have distinguished themselves in their chosen professional careers, and that they will have had the opportunity to make contributions to the relevant department or program in teaching, service, and research only to the extent that the specific needs of the program or department allow.

In making appointments and promotions of adjunct faculty members, the School and University make no commitments similar to tenure or guarantees of teaching and other forms of service in future years.

Adjunct Lecturers

- ***Criteria and Procedures for Initial Appointments.*** Current practice within the School of Education is that any individual hired as adjunct faculty who does not have a terminal degree is hired with the appointment title of Adjunct Lecturer.
- ***Criteria and Procedures for Promotion of Adjunct Lecturer to Appointment as Adjunct Assistant Professor.*** Adjunct Lecturers are eligible for the formal appointment to the position of Adjunct Assistant Professor after the completion of a terminal degree at the time of their next appointment, if such an appointment is offered by the School or University.

Adjunct Assistant Professors

- ***Criteria and Procedures for Initial Appointments.*** Current practice within the School of Education is that any individual hired as adjunct faculty who has a terminal degree is hired with the appointment title of Adjunct Assistant Professor.
- ***Criteria and Procedures for Promotion of Adjunct Assistant Professor to Appointment as Adjunct Associate Professor.*** Adjunct Assistant Professors are eligible for formal appointment to the position of Adjunct Associate Professor if they have (a) they have served with a program area or department for a *minimum of three years out of a five year period of time* and (b) have made definable and positive contributions in teaching and service to the program area, department, and/or the broader academic field(s) represented within the program or department.

After an Adjunct Assistant Professor has served for a minimum of three years out of a five year period, the department or program area chair will determine if s/he is eligible for promotion and will contact the Adjunct Assistant Professor to submit a dossier of professional accomplishments for review in consideration for a formal promotion.

The dossier would consist of

- 1) Evidence of Teaching for example teaching statements, course syllabi, examples of course readings/resources/websites, examples of course assignments/exams, examples of student coursework, examples of the use of instructional technology; examples of the use of innovative pedagogy or best practices; and teaching evaluations (for at least three years of teaching);
- 2) Evidence of Service to the Program/Department/School for example evidence of advising, mentoring, or supervision of students or interns; serving on curricular or program committees; serving as liaison to other programs/departments at the School/University; serving as liaison to external constituencies and organizations; and
- 3) Evidence of Professional Engagement for example professional presentations and paper, contributions to the Scholarship of Teaching and Learning (presentations, publications, delivery of professional development in SoTL), participation in professional development (in field of study and SoTL), and publications in journals and other professional resources.

While it is expected that the dossier would focus primarily on evidence of teaching, some evidence of service to the university/school/department/program and engagement within a candidate's profession is expected for consideration to the appointment of Adjunct Associate Professor. Where appropriate, the department or program chair will solicit appropriate internal and/or external letters of support for the candidate from IU colleagues, professional peers, current and former students, and other relevant stakeholder groups.

All dossiers submitted for consideration will be reviewed as part of the current policies, procedures, and calendar for faculty review processes within the program, department, and school.

When a program exists within a larger department, upon submission of the dossier to the program area chair, all tenured faculty members within that program will review the dossier and vote on the promotion. The vote of the program tenured faculty will be forwarded to the department for a formal voted by all tenured faculty members. If no program areas are differentiated within the department, only the department will vote on the candidate.

The departmental vote, a letter of recommendation from the department chair, and the dossier will be forwarded to the Dean of the School of Education who will make a recommendation to the Dean of Faculties.