

CBE Adjunct Hiring, Evaluation and Promotion Procedures

These procedures are based on and consistent with the TU University [Policy on the Employment of Adjunct Faculty](#) and [Procedures for Promotion of Adjunct Faculty Towson University](#)

Definition of Adjunct Faculty

Adjunct Faculty means faculty members at 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.

Adjunct faculty members are expected to provide high quality learning experiences and supervision for students enrolled in the College of Business and Economics. There are usually no scholarship or service requirements. The primary responsibility is one of effective teaching and pedagogy.

Hiring Policy

1. Faculty hired as adjuncts must meet the minimum AACSB instructional practitioner (IP) criteria: The faculty member holds an **appropriate master's degree or higher** in a field related to the teaching discipline. In some limited cases, a faculty member without a master's degree in the field related to teaching or without a master's degree can be considered if the professional experience at the time of hiring is of such depth, duration, sophistication, and complexity
2. The faculty member has **practical work experience** that is relevant to the teaching area and is significant in duration, currency and level of responsibility, at the time of hiring (up to five years after hiring).

To maintain the Instructional Practitioner qualification, a faculty member should show evidence of continuous learning during the most recent five-year period. They can demonstrate continuing currency by engaging in at least three (3) professional activities listed in Table 1, at least one of which must be associated with maintaining their knowledge in the field.

Part-time faculty members who remain employed in their area of expertise are deemed to be maintaining currency. Part-time faculty, no longer in the workforce, and full-time faculty who are deemed instructional practitioners, must maintain currency in their field as well as in the pedagogical area.

Checklist on Procedure for Hiring Adjunct Faculty

New adjunct applicant:

- Ensure applicant meets AACSB IP standards
- Interview candidate
- If candidate is acceptable, complete the [Faculty Qualifications Checklist](#), attaching:
 - A current resume
 - An official transcript (first semester teaching only)
 - Intellectual Contributions, if any

Returning adjunct faculty

- complete the [Faculty Qualifications Checklist](#), attaching an updated resume

NOTE: The Faculty Qualifications checklist should be submitted for all Adjunct faculty prior to the start of every fall semester and for faculty teaching only in the spring prior to the start of the spring semester.

Procedure for Evaluation of Teaching

Adjunct faculty shall be evaluated by students and peers.

Evaluation of teaching by students: Student evaluations of instruction are a required part of the evaluation of adjunct faculty. Such an evaluation is one kind of assessment and should be considered in concert with all other measures of teaching effectiveness. Adjunct faculty shall be evaluated by students for all courses taught, every semester, inclusive of the summer semester.

Evaluation of teaching by peers: Classroom visits are required for the purposes of professional growth. One peer observations shall be conducted per year. Advance notice of at least one week of the peer observation shall be given to the faculty member. Assessments shall include:

- Carefully planned and well organized course syllabi as per the department's standards
- Expertise and currency in the content of one's teaching
- Refinements and improvements in courses that one teaches
- Appropriate and effective teaching, evaluation, and grading of student's performance consistent with the *Profile of a CBE Graduate*

Promotion Policy: Adjunct Faculty II

According to the Towson University *Policy on the Employment of Adjunct Faculty*, the designation of Adjunct Faculty II is a consideration for adjunct faculty members who have a consistent record of high-quality instruction. Towson University shall consider granting Adjunct Faculty II status to adjunct faculty who meet the following criteria:

- After establishing a record of teaching at least three years at the University and a total of 12 courses of three credits or more
- Supported by a series of high-level performance evaluations over the course of at least 12 full semester courses at the University; and
- Upon the written request by the faculty member to the department chairperson, the 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 the items listed in the order cited below:

Section I:	Curriculum vita
Section II:	The letter requesting consideration for promotion
Section III:	Summary of student evaluations that cover at least the three most recent 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.
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).

Promotion to Adjunct III (from Adjunct II)

Department Chairs shall inform Adjunct Faculty II of their consideration of support for promotion to Adjunct Faculty III by the **1st Friday in September**.

According to the *Policy on the Employment of Adjunct Faculty*, Adjunct Faculty III are members who are determined by the University to have maintained a consistent record of high-quality instruction and active engagement and contributions in achieving department's mission. Towson University shall consider granting Adjunct Faculty III status to adjunct faculty members who meet the following criteria:

1. A record of teaching at least nine years at the University for a total of 108 contact hours or more (one contact hour is 50 minutes of instruction per week over an entire semester); and a series of at least three (3) high-level teaching performance evaluations since the last promotion, including one within the year prior to application for promotion; or
2. A retiring full-time faculty member with six years or more service.

An Adjunct II faculty member who meets the above requirements must submit a written request for consideration for promotion to Adjunct III to the department chairperson no later than the **1st Friday in February**. If supportive, the department chairperson and the college dean will provide written recommendations to the Provost on the granting of Adjunct III status.

This letter, a curriculum vita, at least three peer evaluations, and chairperson's recommendation shall be submitted to the dean by the **1st Friday in March**.

Delivery of Materials to Offices of the Dean and the Provost

- Materials must be received by the Dean no later than the **1st Friday in March**.
- The materials must be received by the Office of the Provost no later than the **1st Friday in April**.
- By the **2nd Friday in April**, the Provost's letter of decision is conveyed to the faculty member, department, and dean.
- All promotions will be effective on the beginning of the following fall semester. Any courses taught by new Adjunct Faculty II will be compensated at the new salary rate (10% above the base for Adjunct Faculty I). Any courses taught by new Adjunct Faculty III will be compensated at the new salary rate (10% above the base for Adjunct Faculty II).

Table 1
Professional Engagement Activities
[\(see the CBE Policy on Faculty Qualifications\)](#)

• Development and presentation of executive education programs
• Development of a new course or new degree program
• Documented continuing professional education experiences
• Documented maintenance of a current professional certification or license
• Editorially reviewed intellectual contributions
• Faculty internships
• Invited paper presentation
• Leadership positions and participation in recognized academic or industry societies and associations (e.g., session chair, program chair, officer, etc.)
• Maintaining an active consulting practice deemed to be significant and related to the teaching area
• Material and time intensive consulting activities
• Meaningful participation in faculty development and continuous education programs with demonstrated pedagogical outcomes
• Panel discussant at an academic or professional conference
• Paper presentation at an academic or professional conference
• Participation in professional events (e.g., speaking engagements)
• Peer reviewed practice-oriented intellectual contributions (professional or practitioner journal)
• Principal Investigator or Co-PI on a research grant from external agencies with an award totaling at least \$50,000
• Principal Investigator or Co-PI on research grant from external agencies
• Relevant and active service on boards of directors
• Reviewer for a journal or conference in the area of specialization
• Significant participation in business professional associations

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