



## College of Liberal Arts Guidelines for Adjunct Appointments

In accordance with the University guidelines, all adjunct appointments are normally made by the Dean using the following criteria:

Normally a person should hold an appropriate terminal degree for appointment as an adjunct faculty member. However, in those cases in which a person has extraordinary expertise, qualifications and/or credentials in the field of intended appointment, he/she may be appointed as an adjunct faculty member without such a degree.

A person may be appointed as Adjunct Instructor who has a bachelor's degree, master's degree or equivalent qualifications.

A person may be appointed as Adjunct Assistant Professor who has a master's degree or appropriate terminal degree or equivalent qualifications.

A person may be appointed as Adjunct Associate Professor who has the qualifications necessary for Adjunct Assistant Professor and has substantial experience in teaching, scholarship or creative work, or service in the intended field of appointment, and such experience is pertinent to the duties he/she will perform as an adjunct faculty member.

A person may be appointed as Adjunct Professor who has the qualifications necessary for appointment as Adjunct Associate Professor and who has a substantial reputation in his/her field as evidenced for example, by a significant record of publications, presentations, or creative works in the intended field of appointment or who has received substantial honors or recognition his/her field of endeavor.

For an initial appointment at the level of adjunct associate professor or adjunct professor, the College requires a letter by the chair of the department explaining the justification for the higher rank, a CV, and evidence of teaching experience, such as the most recent teaching evaluations.

*August 14, 2018*