



Temple University
College of Liberal Arts
Adjunct Faculty Appointment Guidelines
Effective July 2020

These guidelines are for hiring and employing adjunct faculty in the College of Liberal Arts at Temple University. These guidelines align with the policies of Temple University and may be modified at the sole discretion of the Dean.

1. All adjunct appointments are made at the sole discretion of the Dean using the following criteria:
 - a. 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.
 - b. Adjunct faculty members in the College of Liberal Arts are normally hired as adjunct instructors or adjunct assistant professors.
 - c. A person may be appointed as *Adjunct Instructor* who has a bachelor's degree, master's degree or equivalent qualifications.
 - d. A person may be appointed as *Adjunct Assistant Professor* who has a master's degree or appropriate terminal degree or equivalent qualifications.
 - e. 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.
 - f. 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.
 - g. 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.
 - h. Adjunct faculty members hired on *visiting appointments* from other universities are designated by the rank held at their home institution, such as Assistant Professor, Associate Professor, or Professor.

2. Newly appointed adjunct faculty are required to participate in the fall orientation session organized by the Dean's office. Adjuncts appointed during the spring and summer will be provided with the orientation information by their department chairs upon appointment.
3. Newly appointed adjunct faculty will also receive contact information for chair and undergraduate director. The latter will be available to review course material and make referrals to CAT and other university resources and receive request for evaluation of adjunct teaching (see below).
4. Adjunct faculty members may use the title Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor or their appropriate and preferred title, such as Dr., Ms., or Mr. (NAME) in official communications or references.

All adjunct faculty members must use their full and correct title on their syllabi, in their email signature information, and in all other reference to their appointment at Temple University.

5. Formal Evaluation of Adjunct Faculty in the College of Liberal Arts.
 - a. Adjunct faculty can request an evaluation of their teaching performance in order to be considered for promotion, pay increase, and to be considered for reappointment.
 - b. The evaluation will normally occur in the semester in which it is requested, provided the required resources are available and the request is made prior to the completion of the first 4 weeks of the semester. If it cannot be done in the semester in which it is requested, it will be done in the next semester in which they are employed.
 - c. Evaluations shall include multiple measures of performance which may include classroom observation, a review of course materials, student projects and/or assignments and other pertinent information such as record of grievances, if any. Student Feedback Forms will not be used as the primary tool for evaluation except in the case of exceptional circumstances. The determination of exceptional circumstances is in the sole discretion of the university.
 - d. Those designated to make personnel recommendations will be responsible for conducting evaluations when requested. If a designee is appointed, they will send a written summary of the evaluation to the appropriate personnel decision maker. An adjunct must be evaluated by a full-time faculty member, preferably the Undergraduate Director and/or Chair or Program Director.
 - e. Decisions regarding promotion in rank, pay or assignment of a multi-semester appointment resulting from an evaluation are in the sole discretion of the Dean of the College.

- f. The evaluator will endeavor to provide the adjunct faculty member with a written summary of the evaluation within 30 calendar days of the review. The summary will be placed in the adjunct’s departmental and personnel file in the office of Faculty Affairs in the College of Liberal Arts.
 - g. An adjunct may request a formal evaluation at any time, but no more than once during any two successive semesters of employment.
 - h. An individual who is designated to make personnel recommendations may evaluate an adjunct teaching in their college/school at any time. Normally, an adjunct will be provided with at least one (1) week’s notice of an evaluation. Under exceptional circumstances, the university, in its sole discretion, may conduct an evaluation without notice. If production of student work is requested, the adjunct will be allowed up to an additional week to assemble and provide the requested materials.
 - i. An adjunct who receives an unsatisfactory evaluation may provide a written response which will be placed in the departmental and personnel file.
6. Adjunct faculty members are hired for one semester at a time. In exceptional cases the Dean may offer a multi-semester contract.
 7. No adjunct has a reasonable assurance for re-appointment until an appointment letter is issued by the College of Liberal Arts.
 8. Teaching experience as an adjunct at Temple University shall be taken into consideration when applying for a full-time faculty position at the [university](#).
 9. Any adjunct faculty member performing duties outside of their responsibilities as a course instructor must be hired into the classification appropriate for the specified duties of that role. If hired to perform a role in another employee classification, that hiring process will be in accordance with university policy.
 10. Adjunct faculty members may teach a maximum of 8 credit hours per semester. This limit generally translates into two (2) courses of 3 or 4 credit hours each per semester.
 11. Adjunct faculty members will be paid at the minimum per credit rate, as determined by the current TAUP contract (see Table 1 below). Some considerations that may allow for increases over the minimum per credit rate include extraordinary professional experience or qualifications, such as completion of a terminal degree (e.g., MFA, Ph.D., etc.).

Table 1: Minimum Per Credit Rates

Adjunct Rank	Effective 7/1/2020 (per s.h.)	Effective 7/1/2022 (per s.h.)
Instructor	\$1550	\$1600
Asst. Professor	\$1600	\$1650
Assoc. Professor	\$1700	\$1750
Professor	\$1750	\$1800

