

University of St. Thomas Policies

ADJUNCT FACULTY

Policy Number: F.01.03

Scope: All contracted University faculty and administrators

Purpose: To describe policies governing adjunct faculty

POLICY

An adjunct faculty member is a person employed by the University to meet specific necessary aspects of the academic mission, identified contractually. An adjunct faculty member is responsible and accountable for the performance of the specifically identified aspects in his/her contract with the University and is expected to contribute generally to the life of the University as a member of the faculty.

1. Criteria:

- a. All adjunct faculty must meet the relevant criteria of the Southern Association of Colleges and Schools Commission on Colleges and any criteria specific to the discipline where they have an academic appointment.
- b. Adjunct faculty are employed for discipline-specific contributions to the academic mission; the appropriate leadership of that discipline is responsible for ensuring the adjunct faculty member has the expertise appropriate to this contribution.
- c. Expertise of adjunct faculty is documented through curriculum vitae, appropriate educational transcripts, and letters of reference.
- d. Contractual engagement of adjunct faculty may be continued at the hiring authority's discretion, if a documented need exists and the adjunct faculty member demonstrates continued adherence to the policy and procedural expectations of the University.

2. Appointment:

- a. The department chair, program chair/director, dean or dean's designee are responsible for securing adjunct faculty, and must verify that the essential criteria have been met and ensure that the necessary documentation is acquired and included in the appropriate university record maintenance systems. (Reference Policy F.04.01)
- b. The department chair, program chair/director, dean or dean's designee are responsible for ensuring that the work assignment of the adjunct faculty member is compatible with the University's overall mission and commitment to social justice.
- c. Adjunct faculty are usually appointed on a semester or academic year basis. The University's commitment for employment is only for the semester or academic year during which the contract applies and only for the responsibilities identified in the contract and by policy.
- d. Adjunct faculty are appointed to one of the following academic ranks: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor.

3. Rights and Responsibilities:

- a. Adjunct faculty members must comply with all academic policies and procedures.

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- b. Adjunct faculty contracted to teach will be regularly evaluated by students. Annually, their immediate supervisors will complete a brief written evaluation of their teaching to be submitted through the dean to the Vice President for Academic Affairs.
- c. With the approval of the Vice President for Academic Affairs, the contract of an adjunct faculty member may be renewed on an ongoing annual basis without limit, with no guarantee of such renewal. The University is not required to provide notice to the adjunct faculty member that his/her appointment will not be renewed, though deans are encouraged, as a collegial courtesy and as an issue of social justice, to provide the intent to not renew the contract as early as possible.
- d. A subsequent contract will not be issued to anyone with an adjunct faculty contract who is in non-compliance with providing an up-to-date curriculum vitae and required transcripts.
- e. Adjunct faculty may apply for and be considered for another type of faculty contract. If an adjunct faculty member's status is changed to another status for which prior time teaching could apply, past part-time teaching is not counted toward tenure.
- f. An adjunct faculty member may be terminated for cause during the period of the contract, (including, but not limited to, intentional nonperformance of contract, abuse of authority, incompetence, dishonesty, insubordination, neglect of duties, moral turpitude, impropriety, mental or physical incapacity), or if the University determines that it is necessary to terminate faculty positions because of a change in enrollment at the University or financial considerations, consolidation of departments or other reorganization, termination or substantial change of one or more courses or programs, or financial exigency. An adjunct faculty member's contract may not be renewed for any reason or for no reason, at the sole discretion of the hiring authority or University.

APPROVED: Board of Directors

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