

**Document title: Adjunct Faculty in SBS****Effective: March 31, 2015****PURPOSE/INTENT**

The College of Social and Behavioral Sciences (SBS) recognizes the important contributions of Adjunct faculty, as defined below. Adjunct faculty members enable SBS units to (a) offer our students valuable expertise gained through practical experience, (b) bridge the gap in the delivery of core courses in programs with limited faculty, and (c) meet fluctuating student demand.

The purpose of this document is to identify the conditions under which Adjunct faculty should be hired and the Adjunct title should be used, as well as to clarify the expectations of units with Adjunct faculty with respect to training, resources, recognition, and access to professional development.

**UNIVERSITY OF ARIZONA POLICY**

The "Definitions" section of the University Handbook for Appointed Professionals (UHAP) reads as follows:

**Adjunct means a title that is given only to nontenure-eligible faculty members on an appointment that is less than .75 FTE or less than a full academic or fiscal year, and which is not expected to be renewed beyond a single fiscal or academic year.**

UHAP Chapter 3 specifically limits the use of the Adjunct title to reduce the number of faculty with limited rights and benefits, as Adjunct appointments have no expectation of employment beyond the appointment period (3.1.02); do not require notice of nonrenewal (3.4.03 item 1a); are not eligible to appeal decisions to non-renew appointments; and are not required to receive annual performance evaluations (3.1). Please see UHAP Chapter 3 for full policy language.

**COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES PRACTICE**

SBS recognizes that units within the college utilize Adjunct support in different ways. That said, the College is also sensitive to the fact that issues related to salary, evaluation, promotion, and renewal differentially impact faculty classified as "Adjunct." The inclusion of the Adjunct modifier in a notice of appointment **removes** the right to an annual performance review, the right to receive non-renewal notices, the ability to be hired on a multi-year contract, and access to a systematized promotion process. For this reason, it is particularly important that the Adjunct modifier be assigned only under the specific conditions indicated below.

**HIRING ADJUNCT FACULTY**

- Pay rates for Adjunct faculty are based on a calculation of .10FTE per 3-unit course based on disciplinary standards. Adjunct faculty may be hired for additional units (e.g., 1-unit to establish a unique engaged learning experience) at a rate negotiated in collaboration with the Dean's Office. Under no circumstances can a 3-unit course be calculated at higher than .10FTE without prior approval from the Dean's Office.
- Adjunct faculty teaching a 2/2 load are hired at .40FTE for the academic year. The FTE may be adjusted up to .50, but that adjustment must come with additional workload to justify the additional salary and FTE. This additional workload must clearly indicate how the workload supports the teaching mission and aligns with the [SBS Policy on Temporary Teaching](#), which stipulates that temporary teaching funds can only be used for instructional purposes.

## **SUPPORTING ADJUNCT FACULTY**

Units are required to provide Adjunct faculty with:

- Supporting instructional materials (e.g., example syllabi, university policies, unit-based policies) in a timely manner and, ideally, well in advance of the start of their appointment;
- Access to instructional and unit-based professional development resources (Office of Instruction and Assessment (OIA), Dean's office academic affairs, unit-level curriculum committee);
- Space to work with students;
- A mentor who can help address questions and guide Adjunct faculty through the process of acclimating to the unit (e.g., involving them in unit-level activities, such as colloquia, social events, etc.);
- Clarification on the administrative support available within the unit to support instruction; and,
- Information on eligibility for teaching awards and recognition.

## **CONSIDERATIONS**

- Units should consider the relative merits of hiring fewer people at a higher FTE for purposes of benefit eligibility (unless, perhaps, the goal is to create a bridge for graduate students as they seek to secure a permanent job on the market). Another alternative is to hire faculty on .50FTE multi-year contracts when a need is identified and there are semi-permanent sources of funding that are expected to be longer-term.
- Preparation time, grading, office hours, website development or tech development, and other duties that require interaction with students are considered within the normal expectations of teaching a course (meaning, part of the .10FTE), and the base salary is calculated to reflect these responsibilities.
- Time spent on course preparation for a cancelled course should be negotiated with the department and the college on an as-needed basis.