

Adjunct Faculty: Adjunct Plus Status Overview (One-time Incremental Pay Increase)

Criteria for Eligibility:

1. The faculty member must be a current adjunct in the College of Arts and Sciences (CAS).
2. The faculty member must have attained at least a Master's degree in an area related to his or her teaching.
3. The faculty member must have taught, not including lab prep, either:
 - a. at least one 3- or 4-credit class per year for five consecutive years in CAS; or,
 - b. a minimum of 23.8 total TEUs in CAS since policy inception (2012).
4. The faculty member must have a strong record of teaching performance, which is evaluated through the application process.

Procedures:

1. Applications for the one-time incremental pay increase are reviewed once a year.
2. Adjuncts who are eligible to apply for this one-time incremental pay increase, and their department chair, will be notified by the CAS Office of Academic Affairs.
3. The adjunct faculty member must complete the application process (below) for the one-time incremental pay increase.
4. The adjunct faculty member must be recommended by the department chair to move forward in the process. A teaching observation by the department chair is required. The department chair will use the updated vita, teaching observation, and student (IDEA) evaluations on file to develop the recommendation.
5. The Dean of Faculty and the Associate Provost of CAS will review the adjunct faculty member's application materials and the chair recommendation, and interview the adjunct faculty member.
6. The final decision is made by the Associate Provost of CAS.
7. The faculty member is notified by letter of the decision.
8. The adjunct faculty member will receive a 10% salary increase the next term they teach.

Application Process Includes:

From Candidate:

1. Updated vita.

Ownership: Academic Affairs

Date Approved and Effective: May 2, 2012

Date Revised: October 23, 2015 (Self-Assessment and Goals)

Date Revised: November 25, 2020 (Eligibility)

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2. Self-assessment of one's teaching, professional development within the discipline and collegiality (750 - 1000 words).
3. Goals for the next 3-5 years (500 - 750 words).

From Others:

1. Teaching observation form from department chair.
2. Written recommendation from department chair.
3. Interview with Dean of Faculty and Associate Provost of CAS.
4. Letter and written summary from Dean of Faculty.

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