

Adjunct Appointment and Evaluation

Summary/Highlights of PSC Contract (as amended by the 2019 Memorandum of Agreement)

Article 10

Schedule for Notification of Reappointment and Non-Reappointment

§10.1(a)3

- **Default, Semester-by-Semester Adjunct Appointment**

This generally applies to newer adjuncts, and adjuncts with fewer than 6 consecutive semesters (excluding summer session). The department identifies these individuals via e-Appointments.

- No minimum number of teaching workload hours are required

Written notice of reappointment or non-reappointment shall be received by

- December 1 for reappointment in the following Spring
- May 15 for reappointment in the following Fall

Decisions on reappointment are based on the adjunct's professional evaluation and the fiscal/budgetary and programmatic needs of the department and/or college.

- **Academic Year Adjunct Appointment**

Adjuncts automatically shift to an academic year appointment after teaching for 6 consecutive semesters (excluding summer session) in the same department. HR provides information on who fits this appointment category.

- Substitute full-time positions don't count toward the 6-semester total, but can be a "bridge" if service is continuous from adjunct to substitute to adjunct.
- No minimum number of teaching workload hours are required for either the eligibility or terms of the reappointment in the follow academic year

Written notice of reappointment or non-reappointment shall be received by

- May 15 for reappointment to both the following Fall and Spring semesters

Decisions on reappointment are based on the adjunct's professional evaluation and the fiscal/budgetary and programmatic needs of the department and/or college.

§10.1(a)4

- **Multi-year Appointments**

Covered by Appendix E

Appendix E

Multi-Year Appointment for Teaching Adjuncts

- **Three-Year Adjunct Appointment Pilot Program (§1)**

- The last 3-year appointments will be made in Spring 2024
- Any 3-year appointments made by then will run their course
- If the pilot isn't renewed or modified, all subsequent appointments will follow the pattern established in §10.1(a)3

- **Eligibility (§2)**

The adjunct must have taught at least 6 workload hours per semester within the same department for the 10 most recent consecutive semesters (excluding summer sessions) immediately preceding the 3-year appointment.

- Unlike the “bridge” of the academic year appointment, up to 4 semesters of substitute full-time service can count toward the 10-semester total
- Effective Fall 2019, special circumstances enumerated in §2 allow for narrowly prescribed variation in the above criteria
- If the above service requirements are fulfilled, the adjunct shall be considered for the 3-year appointment. HR provides information on who fits this appointment category.

- **Notification (§2)**

May 15 is the notification deadline (the same as the Academic Year appointments)

- **Review and Assessment**

(§4) In order to receive a 3-year appointment, the department Appointments Committee and the President (or designee) must give a positive recommendation based on:

- A comprehensive review of the adjunct’s performance (i.e., professional evaluation)
 - Peer teaching observations (Article 18)
 - Student evaluations (college/university policy)
 - Annual conference evaluations (Article 18)
- Fiscal and programmatic needs of the department and/or college

(§2) In rare instances in which the department Appointments Committee determines that an eligible adjunct will not be reappointed to a 3-year appointment but could benefit from a single academic appointment and additional guidance, the adjunct shall be appointed to a one-year appointment. At the end of the one-year appointment, the adjunct must be considered for a 3-year appointment.

(§6) Required professional evaluation activities during the 3-year appointment:

- Student evaluations each fall and spring semester as usual
- At least one 50-minute teaching observation during the period (Note: this is a break from the default for adjuncts in Article 18.2(b), which is that observations are “held at the request” after 10 semester of service)

- **Appointment Minimum during the 3-year Appointment (§7)**

- The adjunct shall be assigned a minimum of six (6) teaching workload hours in each Fall and Spring semester
- No entitlement to particular courses or scheduled

- **Special circumstances and variations (§8-9)**

- The contract allows for narrowly prescribed variations and exceptions for teaching assignments and appointments during the 3-year appointment period

Professional Evaluation of Adjuncts

- **Peer Teaching Observations** (§18.2(b)2)

The adjunct must be observed during the first 10 weeks of each semester and have a post-observation conference to discuss the class.

 - After 10 semesters of teaching, the adjunct shall be observed at the request of the chair or the adjunct
 - Substitute full-time positions don't count toward the 10-semester total, but can be a "bridge" if service is continuous from adjunct to substitute to adjunct
 - The teaching observation requirements for in-person, online and hybrid courses is the same for all faculty

- **Student Evaluations** (college/university policy)

Student evaluations are conducted each fall and spring semester for eligible courses (exclusions based on enrollment, course type [e.g., independent study], and other complications)

- **Annual Evaluation Conferences** (§18.3)

At least once per year, the adjunct must have an annual evaluation conference with the department chair or a member of the appointments committee.

 - After 4 semesters of teaching, the adjunct shall have an annual evaluation conference at the request of the chair or the adjunct.

Summary of Professional Evaluation of Adjuncts By appointment Category

Adjunct Appointment Category	Annual Evaluation Conference	Peer Teaching Observation	Student Evaluations	Comprehensive Review
Semester-by-Semester	Yes <i>until 4 semesters</i>	Yes <i>until 10 semesters</i>	Yes	n/a
Annual (2-semester)	Recommended <i>at least periodically</i>	Yes <i>until 10 semesters</i>	Yes	n/a
Lead up to 3-Year Appointment	Highly Recommended <i>provides basis for appointment decision</i>	Highly Recommended <i>provides basis for appointment decision</i>	Yes	Yes
1-year in lieu of 3-Year Appointment (<i>"rare instance"</i>)	Yes <i>part of required "additional guidance"</i>	Yes <i>part of required "additional guidance"</i>	Yes	Yes
3-Year Appointment (and renewal)	Highly Recommended <i>provides basis for appointment decision</i>	Yes <i>at least one during 3-year period</i>	Yes	Yes