

## **ADJUNCT FACULTY APPOINTMENT AND PROMOTION POLICIES**

### **DEPARTMENT OF ALLIED HEALTH SCIENCES**

*(Effective 10/1/02)*

All procedures and policies relating to decisions affecting faculty, including adjunct faculty, in the Department of Allied Health Sciences conform with statements regulating these matters as set forth in the University documents listed below:

- I. The Faculty Code of University Government, The University of North Carolina at Chapel Hill, October 1, 1984;
- II. Trustee Policies and Regulations Governing Academic Tenure, The University of North Carolina at Chapel Hill, July 1, 1987;
- III. EPA Employees Equal Employment Opportunity Plan, April 1, 1998; and,
- IV. A Revised Process for Faculty Appointments and Promotion in the UNC School of Medicine. Revised December 3, 2001

Each adjunct faculty member should be provided with and have a full understanding of these documents upon appointment.

#### **Definitions:**

"Academic freedom is the right of a faculty member to be responsibly engaged in efforts to discover, speak and teach the truth. It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication and to protect any member of the faculty against influences, from within or without the University, which would restrict the faculty member in the exercise of these freedoms in his or her area of scholarly interest." (II)

#### **Types of Adjunct Appointment**

##### **A. Adjunct Instructor**

1. The title of Adjunct Instructor refers to an individual who is appointed to teach an entire course, or significant portion of a course, for the Department of Allied Health Sciences, and who has primary responsibility for the delivery of instruction for a course; and does not refer to individuals who provide guest lectures in courses taught by regular faculty members. Adjunct Instructors may or may not be compensated for their teaching; and, when compensation is paid, it is through the "one time payment" mechanism.
2. Adjunct Instructor appointments are typically made for just the semester or academic year in which the Instructor is teaching for the Department
3. Adjunct Instructors are important to the mission of the Department, as they may complement the particular expertise of a Division's regular faculty and/or allow a Division to offer an essential course when there is no regular faculty member available due to a temporary position vacancy.

4. Because Adjunct Instructors have not been reviewed through the departmental procedures for appointment of regular and adjunct faculty, it is the responsibility of the Division Director appointing such an Adjunct Instructor to review the individual's background and qualifications for the specific teaching assignment. Further, the Division and Department retain the ultimate responsibility for that faculty's member's course, including quality of instruction, observance of all university policies regarding treatment of students, and grading.

B. Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Instructor

The Department of Allied Health Sciences, in compliance with the established policies of the University, may recommend adjunct or joint appointments for individuals. Such appointments may be made for the following purposes:

To provide recognition for service rendered or anticipated, and/or to insure a more formalized or effective working relationship between a Division, or the DAHS, and other organizational units of the University, or organizations external to the University, sharing similar objectives with a Division or the DAHS.

1. The individual is employed elsewhere or has his/her primary appointment in another unit of the University (or is retired) and has limited professional responsibilities in the particular University unit to which this appointment would apply. The individual may occasionally be involved in teaching, research, service, or supervisory activities but he/she contributes on the average less than 20 hours per week to the particular University unit to which this appointment would apply. The individual does not receive a salary from the particular University unit to which this appointment applies, but may in some instances receive compensation for specific services or activities performed.
2. Appointment may be made for a term of one to three years and renewed indefinitely for one to three years.
3. Initial appointment and subsequent reappointment of an Adjunct faculty member will be based upon the individual's demonstrated potential for significant contribution to the academic mission of the department and levels of scholarly or academic achievement commensurate with the initial appointment rank.
4. Promotion of Adjunct faculty will be based upon the same criteria identified for all Non Tenure Track faculty. Thus, an Adjunct faculty member must demonstrate excellence in teaching and scholarly productivity in one or more academic missions such as teaching, research, clinical activities, and/or administration, as discussed in the DAHS policy for Non Tenure Track faculty, in order to be considered for a promotion in rank
5. The title of adjunct implies the non-salaried nature of the appointment.

## **THE APPOINTMENT/PROMOTION PROCESS**

### A. Initiation:

Within the framework of these guidelines, each Division in the DAHS will develop a procedure for internal review by Division faculty of candidates being considered for an Adjunct appointment/ reappointment or promotion . Each initial Adjunct faculty appointment for a term longer than one year, each promotion in rank, and each reappointment of an adjunct faculty member shall be initiated by recommendation of the Director of the Division requesting the appointment, after consultation with the faculty of that Division. Each such recommendation shall be based upon considerations of the demonstrated professional competence and the potential for future contribution of the faculty member, and of the needs and resources of the institution.

### B. Institutional Procedures:

After a faculty member has been recommended for appointment, reappointment, or promotion by the relevant Division Director, it is the responsibility of the Chair of the Department of Allied Health Sciences, -to approve or disapprove the recommended action. When the recommendation involves an appointment /reappointment for a term greater than one year, or a promotion in rank, the Chair shall consult with the assembled full professors of the Department before approving or disapproving the action.

## **CRITERIA FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF ADJUNCT FACULTY**

Promotion of Adjunct faculty will be based upon the same criteria identified for all Non Tenure Track faculty. Thus, an Adjunct faculty member must demonstrate excellence in teaching and scholarly productivity in one or more academic missions such as teaching, research, clinical activities, and/or administration, as discussed in the DAHS policy for Non Tenure Track faculty, in order to be considered for a promotion in rank