

APPOINTMENT AND EVALUATION GUIDELINES FOR ADJUNCT FACULTY  
Available at <https://cph.temple.edu/about/join-our-faculty/current-openings>

Effective July 1, 2020

**I. Appointment Procedures**

- A. From time to time, various programs within the College of Public Health identify the need for adjunct faculty to teach courses and supervise students in clinical/fieldwork activities or conduct research. When such a need is identified, Program Directors consult with Department Chairs to receive approval from the Dean's Office.
- B. When the need for an adjunct arises, Program Directors or Department Chairs may solicit interest from persons serving as adjuncts in the past, those who have indicated interest, and/or through advertising or professional networking. Any interested person is welcome to submit their CV/resume and a letter of interest indicating their interest in serving as adjunct faculty to Program Directors, Department Chairs, or the Associate Dean for Faculty Affairs.
- C. Program Directors and/or Department Chairs interview qualified persons, considering their match for the course or clinical/fieldwork activity as based in factors such as education, training, practice experience, and teaching experience. Previous teaching at Temple University will be considered. The school values inclusivity and diversity and may integrate criteria or practices in order to ensure a diverse pool of adjunct faculty.
- D. When qualified adjunct candidates have been identified, the Program Director or Department Chair works with the appropriate department staff person to assemble the materials needed to process the appointment letter. In most cases, this requires an updated CV/resume and confirmation of highest earned degree or degree required by various professional accrediting bodies. For some appointments—particularly for clinical positions in Nursing or for instructional positions with the Kinesiology Physical Activity Program—additional documents may be required, such as proof of licensure, certifications, and health records.
- E. The Department Coordinator will email the appointment letter to the adjunct for review/signature. The adjunct returns the signed appointment letter to the Department Coordinator. Adjunct faculty are typically appointed for one semester. However, in some circumstances longer appointments may be offered.
- F. The Department Chair or Program Director will ensure the following resources are available to newly-hired adjuncts.
  - Orientation session
  - Contact info for chair and other faculty members within dept for support
  - Consultation
  - Review of course materials
  - Classroom observation
  - Referrals to CAT or other university resources

**II. Adjunct Faculty Titles**

- A. Adjunct faculty in CPH who provide instruction in didactic courses and labs are appointed as Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. Adjunct faculty who supervise CPH students in clinical and fieldwork settings are appointed as Adjunct Clinical Instructor, Adjunct Clinical Assistant Professor, Adjunct Clinical Associate Professor, or Adjunct Clinical Professor. If their primary responsibility is in the area of conducting research, adjunct faculty may be appointed as Adjunct Research Assistant Professor, Adjunct Research Associate Professor, or Adjunct Research Professor. CPH follows these designations as outlined in the Temple University Adjunct Faculty Handbook and in the Adjunct Faculty Policy (02.72.11), available at <https://secretary.temple.edu/sites/secretary/files/policies/02.72.11.pdf>.
- B. In consultation with the Program Director, the Department Chair will determine the rank for appointment.

Factors for consideration will include educational attainment, advanced training, practice expertise, regional/national/international recognition in practice or education, and teaching experience.

*i. Adjunct [Clinical] Instructor Appointment Criteria*

- a. Individuals may be appointed as Adjunct [Clinical] Instructor who have a bachelor's degree or master's degree appropriate to their specialty or discipline or equivalent qualifications.
- b. Adjunct [Clinical] Instructors will provide evidence of good or excellent teaching as an independent instructor or teaching assistant as indicated by course evaluations and peer evaluations of teaching. Absent a record of teaching at the college level, evidence garnered from a presentation during an interview, evaluations of past scholarly presentations at conferences, or records of supervising or training of health/human service personnel may be considered.

*ii. Adjunct [Clinical] Assistant Professor Appointment*

- a. Individuals may be appointed as Adjunct [Clinical] Assistant Professor who have an appropriate terminal degree or equivalent qualifications. The Department Chair will evaluate whether the adjunct faculty member's educational credentials constitute the terminal (highest) level of educational attainment in the field most relevant to their assigned duties. A significant record of professional accomplishment as evaluated by the Department Chair may in some cases count as equivalent to the terminal degree.
- b. Adjunct [Clinical] Assistant Professors will provide evidence of good or excellent teaching as an independent instructor or teaching assistant as indicated by course evaluations and peer evaluations of teaching. Absent a record of teaching at the college level, evidence garnered from a presentation during an interview, evaluations of past scholarly presentations at conferences, or records of supervising or training of health/human service personnel may be considered.

*iii. Adjunct [Clinical] Associate Professor Appointment and Promotion Criteria*

- a. Individuals may be appointed as Adjunct [Clinical] Associate Professor who have the qualifications necessary for Adjunct [Clinical] Assistant Professor and have substantial experience in teaching and experience in the intended field of appointment, and such experience is pertinent to the duties performed as an adjunct faculty member.
- b. In addition, individuals will have documented outstanding performance in instruction, ongoing development in instruction, and significant participation in leadership of instructional activities as noted in sample criteria as follows.
  - Predominantly middle and upper level scores on Temple's Student Feedback Form (SFF) or e-Value reports (or similar evaluations from other universities). These should be evaluated with consideration given to class size, qualitative comments, and other circumstances such as innovations in pedagogy and delivery format.
  - Peer evaluations of teaching that reflect excellence in teaching and course preparation.
  - Evidence of continuous improvement and advancement of teaching skills (e.g., participation in teaching skills development seminars).
  - Testimony of students as an effective mentor for academic and professional success.
  - Department/school, college or university teaching awards.
  - Awards from professional associations.
  - Testimony of adjunct or full-time faculty regarding effective teaching guidance.
  - Advancement of professional certification or credentials or completion of continuing education in field of appointment.
  - Participation in and service to educational programs (e.g., curriculum revision).
  - Development of new courses or other evidence of application of innovative approaches to teaching and curricular development.
  - Collaboration in research or scholarship about teaching or practice that results in presentation or publication.

*iv. Adjunct [Clinical] Professor Criteria for Appointment and Promotion*

- a. Individuals may be appointed as Adjunct [Clinical] Professor who have the qualifications necessary

for appointment as Adjunct [Clinical] Associate Professor and who have a substantial reputation in their field as evidenced for example, by a significant record of publications, presentations, or creative works in the intended field of appointment or who has received substantial honors or recognition in his/her field of endeavor.

- b. Substantial reputation for excellence may be indicated by sample criteria as follows.
- Collaboration and leadership in creating new programs (certificate, degree, continuing education, entrepreneurial offerings).
  - Demonstrated impact of curricular revisions.
  - Key leadership role in professional organizations.
  - Serving as subject matter expert consultant (e.g., member of advisory panel for private or governmental organization, board member).
  - Development and delivery of professional development programs at a national or international level and/or in practice and educational settings.
  - Leadership in research or scholarship about teaching or practice that results in presentation at regional, national or international levels or publication.
  - National and/or international recognition from peers in intended field of appointment.
  - Testimony from adjunct or full-time faculty regarding effective mentoring of teaching.

### III. Salary and Benefits (as of July 1, 2020)

- A. The College of Public Health pays Adjunct [Clinical] Instructors at the minimum adjunct pay rate included in the Temple-TAUP collective bargaining agreement or at higher rates established by market considerations for some professions.
- i. Adjunct [Clinical] Instructor minimum salary is \$1,550 per credit hour.
  - ii. Adjunct [Clinical] Assistant Professor minimum salary is \$1,600 per credit hour.
  - iii. Adjunct [Clinical] Associate minimum salary is \$1,650 per credit hour.
  - iv. Adjunct [Clinical] Professor minimum salary is \$1,700 per credit hour.
- B. For information about benefits, refer to the University's Adjunct Faculty Handbook, which is available at <https://faculty.temple.edu/sites/facultyaffairs/files/2016-17ADJUNCTHANDBOOK.pdf>.

### IV. Routine Evaluation

- A. Program Directors and/or Department Chairs will provide feedback after the conclusion of the semester to adjunct faculty that incorporates, at a minimum, Student Feedback Form reports or e-Value data and any Classroom/Site Observations and a review of course materials (e.g., syllabus). These evaluations will be placed in the personnel file along with any response the adjunct may wish to submit. The department file will include a note that a response was placed in the personnel file.
- B. The College strives to observe new adjunct faculty teaching in the first semester. Thereafter, should teaching concerns arise or upon an adjunct faculty request, observations may be arranged.
- C. Adjuncts may submit a request for a pay increase or a multi-semester appointment at any time to their Department Chair, who will review the request with the Associate Dean for Faculty Affairs. The Associate Dean will consult the Dean and notify the Department Chair of a final decision that will be shared with the adjunct faculty member.

### V. Formal Evaluation

- A. An adjunct faculty member can request a formal evaluation of their teaching at any time, but no more than once during any two successive semesters of employment.
- B. Adjuncts will provide copies of SFFs or e-Value reports, prior peer observation reports, course materials (e.g., syllabus, assignments, other materials on Canvas). The Program Director or Department Chair will schedule a teaching/site observation for the same semester. At least one-week's notice for the peer evaluation will be provided, but adjuncts can be evaluated without notice. Following consultation with Program Directors,

Department Chairs will provide feedback. These evaluations will be placed in the personnel file along with any response the adjunct may wish to submit. The department file will include a note that a response was placed in the personnel file.

## **VI. Promotion**

- A.** To request a review for promotion, adjunct faculty should email a letter of request and the required materials to their Department Chair within the first four weeks of the semester. If the Department cannot accommodate a review that semester, one will be conducted the next semester the Adjunct Faculty is employed. Adjuncts may request a review for promotion in any semester, but not more than once in any two successive semesters of employment.
- B.** Review materials to be submitted by the Adjunct Faculty should include a 1) personal statement describing their accomplishments relative to the criteria listed in Section II, 2) an updated and signed CV, 3) Student Feedback Forms or e-Value reports for each course/section taught, 4) syllabi and accompanying assignments, and 5) any prior peer teaching observation reports. Candidates may submit other materials, for example, sample materials from professional presentations, scholarship, as well as testimonials from students and other faculty.
- C.** The Department Chair will review submitted materials, consult with respective program directors, and ensure a peer teaching/site evaluation is conducted during the same semester. At least one-week's notice for the peer evaluation will be provided, but adjuncts can be evaluated without notice. Should they desire, the Department Chair may interview the candidate. If additional materials are requested for the review, the adjunct will provide these within one week. At the conclusion of their evaluation, the Department Chair will submit a recommendation to the Associate Dean for Faculty Affairs, who will review the recommendation with the Dean. A final response will be provided to the candidate within 30 days. This evaluation will be placed in the Adjunct's departmental and personnel file.