

**TEMPLE UNIVERSITY**  
BOARD OF TRUSTEES  
POLICIES AND PROCEDURES MANUAL

**Title:** Adjunct Faculty  
**Policy Number:** 02.72.11  
**Issuing Authority:** Office of the President  
**Responsible Officer:** Provost

**Date Created:** July 1, 2003  
**Date Last Amended/Reviewed:** July 18, 2018  
**Date Scheduled for Review:** August 15, 2022  
**Reviewing Office:** Faculty Affairs, Office of the Provost

**Scope of Policy & Rationale:**

Purpose

Adjunct faculty members supplement the work of the full-time faculty by providing expertise in specialized areas and flexibility in meeting the University's instructional needs. They also provide the opportunity for individuals with specialized knowledge, experience or skills to participate in academic life. This policy does not create a new category of faculty appointments, but rather provides policies and procedures for the long-established category of adjunct faculty.

**Definitions**

Adjunct faculty are persons appointed on a **part-time basis** to conduct the teaching, or research/creative work, and/or faculty service activities of the University. Such faculty members serve at the discretion of the dean of the school or college.

Persons may be appointed as adjunct faculty members with or without compensation. A pro bono adjunct faculty member is a professional who, for civic, charitable or humanitarian reasons, and without expectation of compensation, volunteers his/her time to teach or perform research for the University. Such a person should receive a letter of appointment and be recorded in University systems as an adjunct faculty member.

**Policy Statement**

- I. Scope and Duration of Appointment

- A. A person may be appointed as an adjunct faculty member to engage in teaching, research/creative work or faculty service or a combination of those responsibilities.
- B. An adjunct faculty appointment is less than a full-time appointment. Except at Temple's foreign campuses, a person cannot be appointed as an adjunct faculty member by all University units combined for more than half-time work, which is defined as (a) two courses that in a single semester may not exceed eight course credit hours of teaching, or (b) 20 hours per week of other effort over the course of a single semester, or (c) a combination of coursework and other effort that does not exceed 20 hours per week.
- C. An appointment as an adjunct faculty member is normally for one semester and is renewable on a semester-by-semester basis. For curricular reasons, an appointment as an adjunct faculty member may be made for longer periods of time. Adjunct faculty or pro bono adjunct faculty whose responsibilities are supervision of students at practice or clinical sites may be appointed for twelve-month periods beginning on July 1 of each year.

## II. Limitations

- A. A member of the full-time faculty may not also hold appointment as an adjunct faculty member. Appointments of full-time faculty to additional or supplemental assignments must follow established University policies on overload assignments.
- B. A Temple University student who assumes teaching duties should be appointed as a teaching or research assistant and may not be appointed as an adjunct faculty member. Exceptions that may allow graduate students to be hired as adjunct instructors are detailed in the TU-TUGSA collective bargaining agreement.
- C. A person holding full-time non-faculty employment in the University may be appointed as an adjunct faculty member with the approval of his/her supervisor and the Provost or his/her designee. Normally full-time non-faculty employees may not teach during regular working hours and are limited to one course per semester.

## III. Authority to make adjunct faculty appointments and letters of appointment.

- A. Each adjunct faculty member shall receive a letter of appointment specifying his/her duties and establishing his/her compensation, if any. All letters shall be the standard letter of appointment prescribed by the Provost's Office and shall include a copy of this policy and a reference to the website where the adjunct faculty handbook can be found.
- B. Appointments of adjunct faculty members are normally made by the deans of the

respective schools and colleges. In a unit for which there is no dean, appointments of adjunct faculty members may be made by the unit's director with the letter of appointment cosigned by the Provost.

- C. Appointments of adjunct faculty members must be made prior to the beginning of the semester or before any non-teaching assignment begins. Any adjunct faculty appointment with teaching made after the beginning of a semester must have the approval of the Provost's designee as part of the appointment process.

#### IV. Adjunct faculty titles and qualifications.

- A. Persons appointed as adjunct faculty members shall be appointed to one of the following titles: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. A person whose appointment meets the definition of adjunct faculty, but whose responsibilities include the supervision of students at clinical sites or in clinical activities, may be appointed as Adjunct Clinical Instructor, Adjunct Clinical Assistant Professor, Adjunct Clinical Associate Professor, or Adjunct Clinical Professor. A person whose appointment meets the definition of adjunct faculty but whose responsibility is in the area of conducting research may be appointed as Adjunct Research Assistant Professor, Adjunct Research Associate Professor, or Adjunct Research Professor. Qualifications for adjunct faculty rank with a "clinical" or a "research" designation shall be the same as delineated below.

When used in documents or correspondence, these titles are to be written in full.

Adjunct faculty members shall be hired with the title for which the individual meets the qualifications as indicated below.

Normally a person should hold an appropriate terminal degree for appointment as an adjunct faculty member. However, in those cases in which a person has extraordinary expertise, qualifications and/or credentials in the field of intended appointment, he/she may be appointed as an adjunct faculty member without such a degree.

- B. A person may be appointed as Adjunct Instructor who has a bachelor's degree, master's degree or equivalent qualifications.
- C. A person may be appointed as Adjunct Assistant Professor who has an appropriate terminal degree or equivalent qualifications.
- D. A person may be appointed as Adjunct Associate Professor who has the qualifications necessary for Adjunct Assistant Professor and has substantial experience in teaching, research/creative work in the intended field of appointment, and such experience is pertinent to the duties he/she will perform as an adjunct faculty member.

- E. A person may be appointed as Adjunct Professor who has the qualifications necessary for appointment as Adjunct Associate Professor and who has a substantial reputation in his/her 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.
  - F. A person appointed to offer music lessons to students in credit-bearing courses and who is paid according to the number of lessons given is an adjunct faculty member and subject to this policy. Such a person may be given the title of Artist-in-Residence. He or she may be compensated on the basis of the number of lessons offered and at a compensation rate based on the artist's professional attainment as recommended by the Dean of the Boyer College of Music and Dance and approved by the Provost.
- V. Compensation
- A. Persons may be appointed as an adjunct faculty member with or without compensation. If appointed with compensation, compensation shall be set at an appropriate level in concert with university guidelines. If appointed as a pro bono adjunct faculty member, he/she should receive a standard letter of appointment.
  - B. Compensation should take into consideration: 1) salary minima; 2) the nature of the assignment and 3) the units of effort assigned in the letter of appointment. Each unit of effort may be one of the following: 1) course credit hours; 2) clock hours of research, teaching or clinical supervision or 3) a specified work product.
  - C. When assigning rank and compensation, appointing units are encouraged to recognize the experience and effectiveness of adjunct faculty members and to reflect academic or professional attainments pertinent to their work as adjunct faculty members.
  - D. For those adjunct faculty members who commute to a location with University-operated parking solely to perform their adjunct duties, appointing units must offer complimentary parking for the number of days of instruction assigned during the semester or an equivalent allowance.
  - E. The above compensation guidelines do not apply to adjuncts who teach on foreign campuses.
- VI. Professional Assistance for Adjunct Faculty
- A. Each person appointed as an adjunct faculty member to teach shall receive from the appointing unit at a reasonable time before the beginning of his/her teaching assignment, a copy of the textbook(s) and other required instructional materials

for the course(s) he/she will teach. Alternatively, the appointing unit may provide assistance in obtaining, or provide an equivalent allowance for the purchase of, the book(s) and materials determined by the school/college to be necessary for the instruction of the assigned course(s).

- B. Each person appointed as an adjunct faculty member to teach shall receive from the appointing unit at a reasonable time before the beginning of his/her teaching assignment, a copy of the standard course syllabus to be used in the course. If there is no standard course syllabus, then the appointing unit shall provide one or more of the following: the syllabus for the course when it was recently taught, the course description and/or outline that was presented at the time the course was approved by the academic unit, and/or a reasonably full statement of the course's purposes and objectives within the curriculum of the appointing unit. For specialized content areas in which the adjunct faculty member creates a new syllabus, the school/college must have procedures for review and approval of the syllabus.
- C. Adjunct faculty members should be provided with copies of or access to university policies and systems (e.g., Temple University email account and Temple's course management system) relevant to their assignments. The Temple University email account will be used as an official means of communication to adjunct faculty members and adjunct faculty members should use their Temple University email account for all official communications.
- D. At least once each semester, the appointing unit or the college/school shall offer an orientation program for adjunct faculty members who have teaching assignments. These sessions should include, at a minimum, review of the adjunct faculty handbook issued by the Provost's Office, pertinent instructional policies of the university and the unit, resource offices to which students may be referred (e.g., Tuttleman Counseling Services, University Writing Center), and the resources in the college and university to assist faculty (e.g., Center for the Advancement of Teaching).
- E. If resources permit, schools and colleges are encouraged to provide offices, telephones, computers, and similar support to all adjunct faculty members.
- F. The department chair or dean must arrange regular evaluations of the teaching of adjunct faculty members who have teaching assignments. This evaluation shall include a review of any University and/or college/school standard evaluation of teaching by students and also may include class visitation by senior members of the faculty or academic administrators. The purpose of these evaluations is to assist the faculty member in improving his/her teaching, but such evaluations may also be used to determine whether an adjunct faculty member should be appointed in subsequent semesters.

## VII. Responsibilities of Adjunct Faculty

- A. Adjunct faculty members are governed by the instructional and other policies of Temple University – including, but not limited to, policies on discrimination and harassment, academic freedom, and misconduct in research – that apply to their work at Temple University.
- B. Adjunct faculty members with teaching responsibilities should consult the Policy on Faculty Office Hours (Policy #02.78.12) for guidance and requirements regarding office hours and the Policy on Course Syllabi (Policy #02.78.13) regarding necessary elements of syllabi.
- C. Adjunct faculty members with teaching responsibilities should carefully adhere to University established deadlines for the submission of student grades and/or other evaluations of student performance as applicable.
- D. Adjunct faculty members may use their full and accurate Temple University faculty title as a form of identification in their professional or academic endeavors; and they are encouraged to do so in presentations, papers, publications, and other creative or scholarly works. Adjunct faculty are not authorized to use their faculty titles to purport to represent Temple University, to portray themselves as members of Temple’s full-time faculty, to seek or solicit clients, business relationships, or other economic arrangements, or to advocate or endorse causes that are not part of their University-related academic assignments.

### Notes

#### **1. Dates of official enactment and amendments:**

Adopted by the President on February 6, 2003. Effective on July 1, 2003.

Revised by the President on March 19, 2010.

Revised by the President on July 18, 2018.

#### **2. History:**

None

#### **Initial Policy Effective Date:**

July 1, 2003

#### **Last Amended:**

July 18, 2018

### **3. Cross References/Appendix:**

Policy #02.78.12, Presidential Policy on Faculty Office Hours;

Policy #02.78.13, Policy on Course Syllabi;

Policy #02.78.14; Policy on Course and Teaching Evaluations;

Policy #02.78.15, Policy on Academic Progress in Lower Division Courses