

**College of Arts & Sciences
USF St. Petersburg**

**Adjunct Faculty Policy
Adopted - December 2003**

The University of South Florida (USF) St. Petersburg currently employs many adjunct faculty to deliver core courses as well as to enlarge the range and number of course offerings. It is often the case that adjunct faculty bring a special expertise to the classroom that might not be available from the roster of permanent full-time faculty.

Continued fiscal stringencies coupled with growing enrollment and increased demand for course offerings will require USF St. Petersburg to continue its reliance on adjunct faculty to accomplish its teaching mission. The University therefore has the obligation to engage the highest quality adjunct faculty, to counsel and assist them in their duties, and to carefully supervise and evaluate their performance. The achievement of these objectives requires the full cooperation of the deans, campus executive officers and both regular and adjunct faculty.

Role of the Program Faculty

The program faculty are responsible for ensuring quality by certifying the expertise of the adjunct in the discipline. The faculty of each program should:

1. Identify a pool of adjunct candidates in each academic area. If a pool of adjunct candidates is unavailable due to a lack of qualified individuals, the program must demonstrate that it has made every reasonable effort to establish one. In order to be considered for the adjunct pool, a candidate must submit a recent résumé, the standard USF St. Petersburg Application for Employment, documentation of eligibility for employment (I-9 Form), and either a) an official transcript certifying the highest level of degree completed and other required professional credentials (An unofficial transcript may be accepted until the official transcript is received. However, an official transcript must be provided before the adjunct candidate's appointment is finalized.) or b) for individuals without a degree, documentation of qualifying experience and/or training as substitution for the degree requirement must be provided.

Once this information is received, it will be forwarded to a committee of regular faculty, or designee of the director, to determine if the applicant is qualified for appointment. The Adjunct Credentialing Form will be completed which will indicate approval and, if so, what courses the applicant will be considered qualified to teach. Recommendations from the faculty committee regarding academic qualification will be forwarded to the dean. In the event that the applicant has previous teaching experience with the University, the academic qualification process may also include a review of the applicant's previous teaching performance, and teaching performance at other institutions will be considered as appropriate. The certification of academic qualification or the lack thereof will not be understood to hold in perpetuity, but will be subject to further review as the qualifications of the applicant

evolve, a record of performance develops, or the requirements of the position are modified.

A qualified candidate will be informed of the specific courses for which he or she is considered qualified. The qualified candidate will be informed in the same letter that his or her application will be considered active for the current academic year, including the fall and spring semesters and both summer sessions. If an applicant for an adjunct position does not teach any courses during the academic year in which his or her request was received and does not actively request in writing a teaching assignment for the next three (3) academic years and summers, the application will be reclassified as inactive. If a person teaches a course at USF St. Petersburg during an academic year, he or she will automatically be placed in the active pool for the next academic year, assuming he or she is still considered qualified and interested in a position.

2. Identify the courses usually staffed with adjunct faculty. This is part of the scheduling process and will be subject to the many factors determining course offerings and assignment of faculty at the University. These include budgetary constraints, the level of full-time faculty involvement in the teaching mission, and the determination of courses appropriate to the curriculum.
3. Certify adjuncts who will be offered teaching. Offers of appointment will be made only to members of the pool of qualified active candidates.

Role of the Dean

1. Appointment of adjunct faculty. The dean is responsible for the appointment of all adjunct faculty including preparing a letter of offer to the candidate in which he or she is informed of the terms and conditions of employment. It is critical that all current adjunct faculty are made aware of this aspect of their terms of employment. Adjunct faculty will have no legal commitment to the University following the end date of their appointment with the exception of completing all necessary work for students who received incompletes or delayed grades in the courses they taught.
2. Hiring/rehiring from the pool. If the pool of qualified active candidates is larger than the number of courses available, the dean will determine – in consultation with the program faculty – which members of the qualified active candidate pool will be hired or rehired. The University is not legally required to rehire any current adjunct faculty member for a future position solely because of prior service. If an active, qualified adjunct faculty member is not to be hired for an available course identical or similar to one taught by that person previously, there must be a defensible reason(s). This requires that an evaluation of the candidate pool be made, and a reason(s) for choosing the final adjunct faculty. These reasons must fall within the University's affirmative action and fair labor practice regulations. Defensible criteria for hiring/rehiring must also involve only points that have supporting evidence. These may include:
 - Evaluations of current résumé.
 - Documentation of citizenship or proper visa status.
 - Personal interviews with date, time and general comments recorded.
 - Personal recommendations, where available or requested.

- Written student evaluations and statements, where available from previous teaching experience.
 - Copies of graded student papers and examinations, where available from previous service. These must be obtained in collaboration with the adjunct faculty member.
 - In-class observations with date, time and general comments, where possible. These must be scheduled with the adjunct faculty member in advance.
 - Videotapes of classroom performance, where available. These must be obtained only with the consent or at the request of the adjunct faculty member. Videotaping must be scheduled with the adjunct faculty member in advance.
 - Need for continuity of instruction through the maintenance of the pool of qualified active candidates.
 - An identified need to engage a new adjunct faculty member, in lieu of a previous veteran adjunct, in a particular area for the purpose of keeping the pool of qualified active candidates sufficiently large and diverse to ensure the scheduling process.
 - Evaluation of instruction delivered by adjuncts.
3. Evaluation of adjunct faculty. The dean – in consultation with the program faculty -- will ensure that adjunct faculty are evaluated regularly by students, the faculty and himself/herself. Adjunct faculty may be appointed to teach any course within their authorized range, provided that their teaching performance conforms to the University's quality standards and a need exists for their services. The determination of the mechanism for evaluation lies with the faculty and dean and should be consistent with prevailing evaluation procedures.
 4. Diversity in the adjunct pool. The dean, working in consultation with the faculty, should strive to ensure that the pool of qualified active adjunct candidates represents the greatest feasible level of diversity.

Role of the Adjunct Faculty Member

In addition to conforming to the University's high standards for instruction, each adjunct faculty member or candidate for an adjunct appointment must assist the campus in determining his or her academic qualifications as well as expediting the evaluation of his or her performance. The adjunct faculty member will be responsible for the following:

- Providing the requested documentation for the purpose of determining academic qualifications.
- Meeting with the program faculty designee, as appropriate, regarding relevant instructional issues.
- Providing a copy of course syllabi, assignments, handouts and examinations to the dean as appropriate.
- Cooperating with both student and faculty evaluation procedures.
- Meeting with the program faculty and/or dean as requested to discuss instructional issues.

Assistance and Services to Adjunct Faculty

Assistance and services to adjunct faculty fall into two areas: the support and services provided by the dean and those provided by regular faculty.

Dean

The dean will be responsible for providing the following support and services to all adjunct faculty:

- An open meeting with all adjunct faculty regarding administration, student services, and University regulations.
- Providing a previous syllabus for any course for which the adjunct faculty member is responsible when requested or deemed appropriate.
- Advising adjunct faculty of the requirement that all courses be evaluated by students on eight common items related to teaching effectiveness using the Student Assessment of Instruction the results of which are published for public inspection.
- Providing ongoing advice regarding classroom or student management procedures.
- Providing general administrative support for photocopying, course evaluations, grading.
- Processing payroll authorizations and other paperwork as needed.
- Arranging evaluations and in-class observations by the faculty evaluation committee.
- Assigning an academic liaison from the regular faculty.
- Providing assistance to faculty seeking improvement of their teaching skills.

Regular Faculty

Regular faculty will be assigned to serve as an academic liaison, whenever possible, to each adjunct faculty by the dean. In the event the program does not have a sufficient number of faculty to perform this function, the dean will be responsible. The academic liaison will serve as an advisor and first point of contact for problems or requests. The functions of the academic liaison will include:

- Consultation on the syllabus, verification of course content requirements, and a discussion of adjunct faculty policy at the beginning of the semester of employment.
- Assistance and advice, when requested, regarding teaching.

Exception

Any exception to the Policy must be approved by the dean.