

Procedures for Promotion of Adjunct Faculty  
Towson University

**Reference Policy: 02-01.07 *Policy on the Employment of Adjunct Faculty***

The Towson University *Policy on the Employment of Adjunct Faculty* and these implementing procedures take precedence over all other statements relating to the employment of adjunct faculty members at Towson University.

**Promotion to Adjunct II (from Adjunct I)**

According to the *Policy on the Employment of Adjunct Faculty*, Adjunct Faculty II are faculty members who are determined by the University to have a consistent record of high-quality instruction. Departments shall provide a definition of "high-quality instruction" to all adjunct faculty. Towson University shall consider granting Adjunct Faculty II status to adjunct faculty members who meet the following criteria: full-time faculty me

Upon the written request by the faculty and the dean will provide written recom

An Adjunct I faculty member who meets consideration for promotion to Adjunct

**st Friday in**

**February.** This letter, a curriculum vita, at least three peer evaluations, and chairperson's recommendation shall be submitted to the dean by the 1<sup>st</sup> Friday in March.

**Promotion to Adjunct III (from Adjunct II)**

Department Chairs shall inform Adjunct Faculty II of their consideration of support for promotion to Adjunct -



## Frequently Asked Questions

**Q: Do minimester or summer courses count toward time for adjunct promotions?**

**A:** Yes, if the entire course is taught.

**Q: Is there a role for the college PTRM committee in this process?**

**A:** Since these are not tenure track positions, according to the policy there is no role for the college PTRM committee.

**Q: Is promotion to Adjunct II and Adjunct III based, then, on time here at TU and number of courses taught?**

**A:** Meeting those criteria only qualifies one to apply. Promotion to Adjunct II and Adjunct III is not automatic with meeting these criteria. In parallel with other promotions in higher education, evidence of quality sustained teaching is needed.

**Q: Does teaching in an interdisciplinary center or department count towards promotion to Adjunct Faculty II or Adjunct Faculty III?**

**A:** Yes, if these are for credit Towson University courses.

**Q: What can I do to prepare myself for promotion?**

**A:** You should encourage students to participate in student evaluation processes, ensure that peer evaluations of your class are completed, and deliver high-quality instruction. You should also be in close communications with your department chairperson.

**Q: Can a retired TU faculty member start teaching as an Adjunct II or III faculty?**

**A:** A retiring full-time faculty member with 3 years or more service will be granted Adjunct II status and a retiring full-time faculty with 6 years or more service will be granted Adjunct III status on recommendation of the chair and dean. Please note that all faculty are paid the same amount for teaching in minimester and summer – which is a higher rate than the Adjunct III rate

**Q: Does time teaching as a faculty member, including as a clinical faculty, lecturer, or visiting faculty member, in the same or other department count towards the time needed to qualify for promotion to Faculty Adjunct II or Faculty Adjunct III status?**

**A:** On recommendation of the chair and dean faculty members with 3 years or more service will be granted Adjunct II status and faculty with 6 years or more service will be granted Adjunct III status if teaching an overload course during the Fall or Spring semester or if hired as an adjunct. Please note that all faculty are paid the same amount for teaching in minimester and summer – which is a higher rate than the Adjunct III rate.

**Q: Are adjunct faculty members eligible for membership in the Towson University Retired Faculty Association (TURFA)?**

**A:** Yes. Please visit the TURFA website at <https://www.towson.edu/retiredfaculty/center.html>

Revised on August 9, 2018; September 18, 2019