

IV. Appointment, ~~and~~ Reappointment, and Advancement of ~~Adjunct~~ Contingent Academic Faculty

IV.A. ~~Adjunct~~ Contingent Academic Faculty Titles and Appointment Letters

The term “~~adjunct-contingent~~ faculty” refers to both full-time and part-time ~~academic~~ faculty members at Fredonia who are not on the tenure track—that is, not eligible for continuing appointment (*Policies* Article XI Titles B, D, and F). Some ~~adjunct~~ contingent faculty teach a single course, while others may teach several sections. Some ~~adjunct~~ contingent faculty provide professional services to Fredonia for one semester, intermittently, or for a full-year; others may continue beyond one year; many have had a long association with the University. Full-time faculty in “qualified academic rank” are also referred to as ~~adjunct~~ contingent faculty. Except as otherwise required, the standard full-time teaching load for contingent faculty with no service or research expectations is four courses (12 credit hours) per semester.

~~Examples of the different titles of adjuncts include~~

- ~~● Lecturer~~
- ~~● Visiting Assistant/Associate/Professor~~
- ~~● Visiting Assistant Librarian~~
- ~~● Visiting Instructor~~

For part-time ~~adjunct~~ contingent faculty, the initial appointment is on a temporary basis, but after serving four consecutive semesters at Fredonia, ~~the further~~ appointments ~~becomes~~ must be made on the basis of term appointment (*Policies* Article XI Title D).

IV.A.1. Appointment Letters

All contingent faculty, whether new or continuing, are entitled to an appointment letter from the President, which must state the following:

- Academic rank/title
- Appointment type (temporary or term)
- Duration of appointment (if term) or expected duration (if temporary)
- Salary
- Effective date of appointment
- Required assignment: teaching and/or advisement; service and/or governance; research and/or community service
- Eligible benefits: health, retirement, leave, other (to be specified)

Contingent faculty are not subject to the same expectations as tenure-track faculty. They are not required to perform any functions or undertake any responsibilities other than those specifically stated in their letter of appointment.

There are two tracks for contingent faculty. Each appointment letter shall designate one of the following qualified academic ranks on one of the following two tracks.

IV.A.2. Lecturer Track

- *Visiting Lecturer*: a part-time faculty member on a temporary appointment, who need not hold a terminal degree.
- *Lecturer*: a part-time or full-time faculty member on a term appointment, who need not hold a terminal degree.
- *Senior Lecturer*: a part-time or full-time faculty member on a term appointment, who need not hold a terminal degree.

IV.A.3. Clinical Track

- *Clinical Instructor/Assistant Librarian*: a part-time or full-time salaried faculty member equivalent to Instructor in qualifications and duties on a temporary or term appointment, who need not hold a terminal degree.
- *Clinical Assistant Professor/Senior Assistant Librarian*: a part-time or full-time salaried faculty member equivalent to Assistant Professor in qualifications and duties on a temporary or term appointment, who must hold a terminal degree or equivalent.
- *Clinical Associate Professor/Librarian*: a part-time or full-time salaried faculty member equivalent to Associate Professor in qualifications, duties, and compensation on a temporary or term appointment, who must hold a terminal degree or equivalent.
- *Clinical Professor/Librarian*: a part-time or full-time salaried faculty member equivalent to full Professor in qualifications and duties on a temporary or term appointment, who must hold a terminal degree or equivalent.

IV.B. The Roles, Responsibilities, and Rights of Adjunct Contingent Faculty

Adjunct Contingent faculty fill many roles within academic departments, such as teaching courses that provide expertise in specialty areas, providing instruction when full-time faculty are on sabbatical or have release time, and assisting departments in providing courses when full-time faculty cannot meet all departmental instructional needs. In some cases, **adjunct contingent** faculty may advise students, engage in scholarly and creative activities, lead study

abroad or experiential courses, serve on departmental and university committees, or have other responsibilities agreed to by the **adjunct contingent** faculty member and the hiring department.

Adjunct Contingent faculty are important members of their academic departments, as their contributions are essential in delivering the curriculum, assessing the department's instructional effectiveness, and in achieving student learning outcomes. Department Chairs should welcome **adjunct contingent** faculty at department meetings and include them in communications.

All **adjunct contingent** faculty are represented by UUP and enjoy the rights and privileges defined in the *Agreement*. All contingent faculty are eligible to participate in university-wide shared governance activities, as defined in the *Bylaws*. Their specific roles in department-level shared governance activities for different kinds of decisions are defined in the *University Handbook* and in department handbooks. These decisions include developing formal department recommendations on:

- policy changes (departmental and beyond)
- curricular and program changes
- chair selection
- hiring
- evaluation
- reappointment
- promotion
- sabbatical requests
- strategic planning

By 15 August 2015, department handbooks shall specify who shall participate in what ways at which stages of what kind of department-level decision-making and recommendation-generating process. Department handbooks shall be consistent with and subject to this Handbook, the *University Handbook*, the *Bylaws*, the *Policies*, the laws of the state of New York, and the *Agreement*.

All faculty members, regardless of their status or appointment type, are, in the conduct of governance activities, explicitly protected from retaliation in the form of discipline, nonreappointment, dismissal, or any other adverse action. All faculty members shall be able to vote or choose not to vote freely, without compulsion and without the necessity of defending their decision to vote or not to vote.

IV.C. Appointing **Adjunct Contingent Faculty**

IV.C.1. Advertising

To meet anticipated student needs and to encourage diversity in hiring, the department Chair may advertise for specific semesters/courses **and/or** for applicants to a departmental pool. The Dean's office assists in selecting the venues for advertising, preparing the advertisement copy, and requesting funding from the Provost. Advertisements shall meet the requirements of Human Resources and the Office of Diversity, Equity, and Inclusion.

IV.C.2. Application Process and Background Screening

Fredonia uses an on-line, electronic application system for all applicants to facilitate review by the department and administrative offices, and to maintain accurate records of **adjunct contingent** faculty applicants and hires. Details about this system are provided by Human Resources.

Fredonia prides itself on an outstanding workforce and protects its students and the university community by contracting with a professional service to conduct pre-employment screenings on all potential employees, including **adjunct contingent** faculty. The application system informs candidates about this practice and seeks their consent before any screening is initiated. **Adjunct Contingent** faculty shall be cleared through this screening before being offered an appointment at Fredonia.

IV.C.3. Qualifications

Adjunct Contingent faculty shall have at least a Master's degree in their fields; however, in some cases, professional/performance/clinical experience may be considered as an appropriate equivalent as approved by the Dean.

IV.C.4. Departmental Pool **and Seniority Lists**

Each department recruits and maintains a pool of **adjunct contingent** faculty who are qualified to teach courses offered by that unit, **divided into lists organized by areas of expertise and qualification and ranked by seniority at Fredonia (number of semesters teaching in the department with ties broken by career student credit hour production) within each area.** At the time of hire, the Chair evaluates the credentials of the new **adjunct contingent** faculty member, **and** determines the courses that s/he is qualified to teach, **updates seniority lists, and shares them with the department and Dean.**

IV.C.5. Decision-Making Authority

For each department, the Chair shall make recommendations on the appointment of all new contingent faculty members, consistent with the department seniority list, to the Dean, Provost, and President. Department handbooks shall specify the conditions under which the Chair consults with department faculty on hiring decisions, whether formally through the DPC or other committee formed for that purpose (both of which may include contingent faculty at or above the rank being sought for the purpose of that consultation) or informally by seeking input from faculty with expertise in the area to be hired. Higher-level administrators receiving Chair recommendations shall evaluate them for consistency with departmental seniority lists.

IV.C.6. Strategic Planning and Priority-Setting

Departments should regularly review their contingent faculty pools and seniority lists for the purposes of strategic planning and priority-setting, particularly with respect to student needs, faculty workloads, and future requests for tenure-track lines.

IV.ED. Review of ~~Adjunct~~ Contingent Faculty

Following our advancement model in IV.F.2:

1st year: 1 review during spring of second consecutive temporary appointment
2nd year: 1 review during spring of fourth consecutive temporary appointment
3rd year: 1 review during spring of first term appointment (one-year)
5th year: 1 review during second spring of second term appointment (two-year)
8th year: 1 review during third spring of third term appointment (three-year)

At minimum all departments shall follow these procedures.

[NOTE: There is no need to tinker with old HARP language in what follows. We can replace it entirely! Let's brainstorm!! I'm keeping the tinkering below for now in case there's anything we want to adopt or adapt.]

IV.ED.1. Contingent Faculty on Temporary ~~Adjuncts~~ Appointments Who Have Not Taught in Previous Semesters

By Friday of the fifth week of the semester, ~~an adjunct~~ a contingent faculty member who wishes to be rehired for the next semester shall present the department chair with the following documents from the course(s) s/he is currently teaching:

- syllabus from each course being taught;
- an example of how s/he assesses student learning (e.g. exam, paper, assignment).

By Friday of the sixth week of the semester, the department chair shall inform the ~~adjunct~~ **contingent faculty member** whether s/he is likely to be offered a course(s) for the next semester.

IV.ED.2. Contingent Faculty on Temporary ~~Adjuncts~~ Appointments Who Have Taught in Previous Semesters

By Friday of the third week of the semester, ~~an adjunct~~ **a contingent faculty member** who wishes to be rehired for the next semester shall present the department chair with the following documents from the last semester in which ~~the adjunct~~ s/he taught:

- a brief statement on teaching and learning accomplishments for the semester;
- syllabus from each course taught;
- one example of a test or assignment from each course taught;
- student evaluations from each course taught;
- peer and self-evaluations where available.

By Friday of the ~~fifth~~ **sixth** week of the semester, the department chair shall inform the ~~adjunct~~ **contingent faculty member** whether s/he is likely to be offered a course(s) for the next semester.

IV.ED.3. Temporary ~~Adjunct~~ Contingent Librarians

Adjunct Librarians shall be reviewed on a schedule determined by the original letter of hire. If the ~~temporary adjunct~~ **Temporary Contingent Librarian** is to be considered for rehire, 60 days before the term of the appointment expires, ~~the adjunct~~ s/he shall present the Director of the Library with the following information (no more than one page):

- brief description of work-related accomplishments during the period of employment;
- statement on how, during the requested period of new hire, the adjunct will build upon previous experiences to adjust and improve performance.

The Director of the Library shall notify the ~~adjunct~~ **Temporary Contingent Librarian** about the likelihood of being rehired.

IV.ED.4. Contingent Faculty on Term ~~Adjuncts~~ Appointments Hired by Semester

By Friday of the third week of the semester for which the ~~term-adjunct~~ contingent faculty member was hired, a ~~term-adjunct~~ contingent faculty member who wishes to be rehired for the next semester shall present the department chair with the following documents from the previous semester in which ~~the-adjunct~~ s/he taught:

- a brief statement on teaching and learning accomplishments;
- syllabus from any course taught;
- one example of a test or assignment from each course taught;
- student, peer, and/or self-evaluations.

The department chair shall notify the ~~adjunct~~ contingent faculty member about which courses, if any, ~~the-adjunct~~ s/he will teach for the next semester. This notification shall be given pursuant to the *Agreement* (Article 32): no later than 45 days before a part-time ~~adjunct's~~ contingent faculty member's current contract expires, or either six months or one year before a full-time ~~adjunct's~~ contingent faculty member's contract expires, depending on length of service.

IV.ED.5. Contingent Faculty on One-Year Term Adjuncts Appointments Hired by Year

By Friday of the third week of the spring semester, a ~~term-adjunct~~ contingent faculty member who wishes to be rehired for ~~the next academic year~~ a two-year term appointment shall present the department chair with the following documents from the previous semester in which ~~the~~ ~~adjunct~~ s/he taught:

- a brief statement on teaching and learning accomplishments for the semester;
- syllabus from each course taught;
- one example of a test or assignment from each course taught;
- student, peer, and/or self-evaluations.

The department chair shall notify the ~~adjunct~~ contingent faculty member about which courses, if any, ~~the-adjunct~~ s/he will teach for the next academic year. This notification shall be given pursuant to the *Agreement* (Article 32): no later than 45 days before the part-time ~~adjunct's~~ contingent faculty member's current contract expires, or either six months or ~~± one~~ year before the full-time ~~adjunct's~~ contingent faculty member's contract expires, depending on ~~the~~ length of service.

IV.D.6. Contingent Faculty on Two-Year Term Appointments

By Friday of the third week of the semester a two-year term appointment is scheduled to end, a contingent faculty member who wishes to be rehired for a three-year term appointment shall

present the department chair with the following documents from the previous semesters in which s/he taught:

- a brief statement on teaching and learning accomplishments during the appointment;
- syllabus from each course taught;
- one example of a test or assignment from each year taught;
- student, peer, and/or self-evaluations.

The department chair shall notify the contingent faculty member about which courses, if any, s/he will teach for the next academic year. This notification shall be given pursuant to the *Agreement* (Article 32): no later than 45 days before the part-time contingent faculty member's current contract expires, or either six months or one year before the full-time contingent faculty member's contract expires, depending on length of service.

IV.D.7. Contingent Faculty on Three-Year Term Appointments

By Friday of the third week of the semester a three-year term appointment is scheduled to end, a contingent faculty member who wishes to be rehired for another three-year term appointment shall present the department chair with the following documents from the previous semesters in which s/he taught:

- a brief statement on teaching and learning accomplishments during the appointment;
- syllabus from each course taught;
- one example of a test or assignment from each year taught;
- student, peer, and/or self-evaluations.

The department chair shall notify the contingent faculty member about which courses, if any, s/he will teach for the next academic year. This notification shall be given pursuant to the *Agreement* (Article 32): no later than 45 days before the part-time contingent faculty member's current contract expires, or either six months or one year before the full-time contingent faculty member's contract expires, depending on length of service.

IV.~~DE~~. Criteria for Reappointing ~~Adjunct~~ Contingent Faculty

For each department, the Chair shall make recommendations on the reappointment of all contingent faculty members, consistent with the department seniority list, to the Dean, Provost, and President after consultation with the appropriate body or bodies, as established in the University Handbook and in department handbooks. Reappointment decisions ~~are made by the department Chair and~~ are contingent on satisfactory evaluations of teaching effectiveness as

well as curricular needs and student enrollments in any given year or semester. Department handbooks shall specify each department's system of seniority-based reappointment rights for qualified part-time faculty with positive evaluation, whether formally through the DPC or other committee formed for that purpose (both of which may include contingent faculty at or above the rank being sought for the purpose of that consultation) or informally by seeking input from faculty with expertise in the area to be hired. Higher-level administrators receiving Chair recommendations shall evaluate them for consistency with departmental seniority lists and reappointment rights systems.

Section III.A.1 of this Handbook, on Teaching and Learning, states “. . . all faculty are expected to be regularly engaged in practices that encourage and support student learning.”: Departments, knowing their disciplines and departmental culture, may include in their handbooks specific criteria for effective teaching in that field, including criteria for promotion on the Lecturer and Clinical Tracks.

These are the general criteria for all adjunct contingent faculty across Fredonia:

- Effectiveness in teaching and learning, demonstrated through multiple measures (not only the student survey/evaluation);
- participation in department assessment activities;
- understanding of the adjunct's contingent faculty member's course within the curriculum and of shared pedagogies, approaches, or priorities;
- and teaching, learning, and librarianship consistent with department processes, priorities, and intended learning outcomes.

IV.F. Advancement Types, Timelines, and Procedures for Contingent Faculty

IV.F.1. Promotions in Rank

Promotions in rank for contingent faculty shall be as consistent with those for tenure-track faculty as possible, with the exception that any denial of promotion shall have no bearing on the applicant's status or reappointment. Promotions from Visiting Lecturer to Lecturer are automatic with the shift from temporary to term appointment. For promotions from Lecturer to Senior Lecturer and promotions on the Clinical Track, contingent faculty applicants shall follow the same promotion timelines and procedures as tenure-stream faculty applicants. All contingent faculty at or above the rank being applied for shall be eligible to serve on the DPC for these promotion decisions. Criteria for promotion are based on the quality of instruction and on activities related to instruction; contingent faculty research and/or service are evaluated only when explicitly assigned in the appointment letter. See Article III, Section B of this *Handbook* for

general expectations for successful review and promotion in rank.

IV.F.2. Advancements in Contract Length

Advancements in length of contract for contingent faculty shall be automatic, according to the following schedule:

- when an employee has served four semesters, consecutively or otherwise, on temporary appointments, the next appointment shall be a term appointment for no less than one year at the same or higher teaching load or time-base;
- when an employee has served a one-year term appointment, the next appointment shall be a two-year term appointment at the same or higher teaching load or time-base;
- when an employee has served a two-year term appointment, the next appointment shall be a three-year term appointment at the same or higher teaching load or time-base;
- when an employee has served a three-year term appointment, subsequent appointments shall be at the same or higher teaching load or time-base for three more years, the maximum number of years allowed by the *Policies*;
- as long as there is work available for which an employee is qualified, roll-over appointments after the initial three-year appointment shall be automatic, except in cases of documented unsatisfactory performance.

IV.F.3. Advancements from Part-Time to Full-Time Status

Part-time contingent faculty may seek full-time contingent appointments in their departments whenever new or additional work they are qualified to perform becomes available. Right of first refusal to apply for advancement to full-time status shall follow departmental seniority lists by areas of expertise and/or qualification. Part-time contingent faculty shall receive first notice and fair consideration for full-time positions, including a guaranteed interview. If the part-time contingent faculty member isn't offered the position, he or she can find out why in a meeting with the dean or department chair.

IV.F.4. Advancements from Contingent Track to Tenure Track

Departments shall recommend to the Dean, Provost, and President whether new tenure-stream lines should be filled through an open national search, a national search with priority consideration for long-serving contingent faculty, or through conversion of a Senior Lecturer, Clinical Associate Professor, or Clinical Professor appointment to the appropriate tenure-eligible title.

IV.G. Compensation

IV.G.1. Lecturer Track

- *Visiting Lecturer*: the University-wide entry-level compensation rate for Visiting Lecturers is \$1000/credit-hour, except in the School of Music, where compensation is by contact-hour. [Specifics TBD.]
- *Lecturer*: Promotion to Lecturer is automatic with transition from temporary to term appointment.
 - For part-time faculty, promotion comes with an increase of either \$40/credit-hour or to the per-credit-hour rate pro-rated on the basis of the minimum salary for full-time Lecturers as stipulated in the *Agreement* (using a 4/4 teaching load, or 12 credit hours per semester, as the University standard), whichever is higher.
 - For full-time faculty, promotion comes with an increase of either \$1000 in salary or to the minimum salary for full-time Lecturers as stipulated in the *Agreement*, whichever is higher.
 - Lecturers may choose to request salaried contracts that include negotiated, reasonable service commitments but no research expectations. If approved, their salary increase for promotion to Lecturer would be, for those on full-time appointments, at least \$1500, or at least \$500 above the minimum salary for full-time Lecturers as stipulated in the *Agreement*, whichever is higher, or, for those on part-time appointments, at least \$60/credit-hour or to the per-credit-hour rate pro-rated on the basis of the minimum salary for full-time Lecturers as stipulated in the *Agreement*, whichever is higher.
- *Senior Lecturer*: Promotion to Senior Lecturer comes with an increase of \$80/credit-hour for part-time faculty or \$2000 in salary for full-time faculty.
 - Both part-time and full-time Senior Lecturers may choose to request salaried contracts that include negotiated, reasonable service commitments but no research expectations. If approved, their salary increase for promotion to Senior Lecturer would be at least \$100/credit hour or \$2500.
 - Full-time salaried Senior Lecturers shall be afforded equivalent opportunities to take appropriate scholarly or professional development leave time as their tenure-stream colleagues, with no interruption of service or loss of seniority or rights.

IV.G.2. Clinical Track

Starting salaries at each rank for Clinical faculty on part-time appointments shall be prorated by

teaching load to the equivalent tenure-stream rank's floor established by the *Agreement*. Clinical faculty on full-time appointments may negotiate a waiver of either service or research requirements or both, in which case their teaching load shall be increased, up to the University standard full-time load of 4/4 (12 credit hours per semester).

Clinical faculty shall be afforded equivalent opportunities to take appropriate scholarly or professional development leave time as their tenure-stream colleagues, with no interruption of service or loss of seniority or rights.