

Memorandum of Administrative Policy Adjunct Faculty Appointments Policy

Area: Academic Affairs

Section: Faculty Appointment

Number: 02.A.03 AP

Appointment

- A. Part-time instructional staff at UHCL are normally employed as adjunct faculty. All appointments will be made by the Dean or designee of the college responsible for the course offering but will be subject to approval by the Senior Vice President and Provost. To be appointed to teach undergraduate courses, adjuncts must have at least a master's degree and 18 graduate hours in the teaching discipline. To be appointed to teach graduate courses, adjuncts must be terminally degreed or possess special expertise or credentials sufficient to justify the exception to SACS standards. Appointment as an adjunct is made on a per course basis for one semester only, although a shorter appointment is possible under unusual circumstances. Adjuncts may teach a maximum of two courses per semester. Adjunct appointments do not carry tenure track status. Salary is negotiable with each new and renewed appointment.
- B. Adjuncts are responsible for timely completion of all initial employment paperwork by the beginning date of employment and for the completion of any paperwork, course grade rosters, and return of keys and any University-related materials no later than one week after the close of the semester.
- C. Additional information on duties and responsibilities of adjunct faculty can be found in

the Adjunct Faculty Handbook. II Evaluation Each college is responsible for the supervision and evaluation of each adjunct faculty member. The evaluation process includes student assessment of the course and instructor. If necessary, a conference between the adjunct faculty member and the Dean or the Dean's designee is held. Adjunct faculty may be terminated during the semester for cause.

Evaluation

Each college is responsible for the supervision and evaluation of each adjunct faculty member. The evaluation process includes student assessment of the course and instructor. If necessary, a conference between the adjunct faculty member and the Dean or the Dean's designee is held. Adjunct faculty may be terminated during the semester for cause.

Revision Log

Revision Number: 1

- Approval Date: 2010
- Description of changes: Policy revised & approved