Adjunct Appointment and Evaluation
Summary/Highlights of PSC Contract (as amended by the 2019 Memorandum of Agreement)

Article 10
Schedule for Notification of Reappointment and Non-Reappointment

§10.1(a)3

- **Default, Semester-by-Semester Adjunct Appointment**
  This generally applies to newer adjuncts, and adjuncts with fewer than 6 consecutive semesters (excluding summer session). The department identifies these individuals via e-Appointments.
  - No minimum number of teaching workload hours are required

Written notice of reappointment or non-reappointment shall be received by
  - December 1 for reappointment in the following Spring
  - May 15 for reappointment in the following Fall

Decisions on reappointment are based on the adjunct’s professional evaluation and the fiscal/budgetary and programmatic needs of the department and/or college.

- **Academic Year Adjunct Appointment**
  Adjuncts automatically shift to an academic year appointment after teaching for 6 consecutive semesters (excluding summer session) in the same department. HR provides information on who fits this appointment category.
  - Substitute full-time positions don’t count toward the 6-semester total, but can be a “bridge” if service is continuous from adjunct to substitute to adjunct.
  - No minimum number of teaching workload hours are required for either the eligibility or terms of the reappointment in the follow academic year

Written notice of reappointment or non-reappointment shall be received by
  - May 15 for reappointment to both the following Fall and Spring semesters

Decisions on reappointment are based on the adjunct’s professional evaluation and the fiscal/budgetary and programmatic needs of the department and/or college.

§10.1(a)4

- **Multi-year Appointments**
  Covered by Appendix E

Appendix E
Multi-Year Appointment for Teaching Adjuncts

- **Three-Year Adjunct Appointment Pilot Program** (§1)
  - The last 3-year appointments will be made in Spring 2024
  - Any 3-year appointments made by then will run their course
  - If the pilot isn’t renewed or modified, all subsequent appointments will follow the pattern established in §10.1(a)3
• **Eligibility** (§2)
  The adjunct must have taught at least 6 workload hours per semester within the same department for the 10 most recent consecutive semesters (excluding summer sessions) immediately preceding the 3-year appointment.
  o Unlike the “bridge” of the academic year appointment, up to 4 semesters of substitute full-time service can count toward the 10-semester total
  o Effective Fall 2019, special circumstances enumerated in §2 allow for narrowly prescribed variation in the above criteria
  o If the above service requirements are fulfilled, the adjunct shall be considered for the 3-year appointment. HR provides information on who fits this appointment category.

• **Notification** (§2)
  May 15 is the notification deadline (the same as the Academic Year appointments)

• **Review and Assessment**
  (§4) In order to receive a 3-year appointment, the department Appointments Committee and the President (or designee) must give a positive recommendation based on:
    o A comprehensive review of the adjunct’s performance (i.e., professional evaluation)
      o Peer teaching observations (Article 18)
      o Student evaluations (college/university policy)
      o Annual conference evaluations (Article 18)
    o Fiscal and programmatic needs of the department and/or college

  (§2) In rare instances in which the department Appointments Committee determines that an eligible adjunct will not be reappointed to a 3-year appointment but could benefit from a single academic appointment and additional guidance, the adjunct shall be appointed to a one-year appointment. At the end of the one-year appointment, the adjunct must be considered for a 3-year appointment.

  (§6) Required professional evaluation activities during the 3-year appointment:
    o Student evaluations each fall and spring semester as usual
    o At least one 50-minute teaching observation during the period (Note: this is a break from the default for adjuncts in Article 18.2(b), which is that observations are “held at the request” after 10 semester of service)

• **Appointment Minimum during the 3-year Appointment** (§7)
  o The adjunct shall be assigned a minimum of six (6) teaching workload hours in each Fall and Spring semester
  o No entitlement to particular courses or scheduled

• **Special circumstances and variations** (§8-9)
  o The contract allows for narrowly prescribed variations and exceptions for teaching assignments and appointments during the 3-year appointment period
Professional Evaluation of Adjuncts

- **Peer Teaching Observations** (§18.2(b)2)
  The adjunct must be observed during the first 10 weeks of each semester and have a post-observation conference to discuss the class.
  - After 10 semesters of teaching, the adjunct shall be observed at the request of the chair or the adjunct.
  - Substitute full-time positions don’t count toward the 10-semester total, but can be a “bridge” if service is continuous from adjunct to substitute to adjunct.
  - The teaching observation requirements for in-person, online and hybrid courses is the same for all faculty.

- **Student Evaluations** (college/university policy)
  Student evaluations are conducted each fall and spring semester for eligible courses (exclusions based on enrollment, course type [e.g., independent study], and other complications).

- **Annual Evaluation Conferences** (§18.3)
  At least once per year, the adjunct must have an annual evaluation conference with the department chair or a member of the appointments committee.
  - After 4 semesters of teaching, the adjunct shall have an annual evaluation conference at the request of the chair or the adjunct.

### Summary of Professional Evaluation of Adjuncts

#### By appointment Category

<table>
<thead>
<tr>
<th>Adjunct Appointment Category</th>
<th>Annual Evaluation Conference</th>
<th>Peer Teaching Observation</th>
<th>Student Evaluations</th>
<th>Comprehensive Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester-by-Semester</td>
<td>Yes until 4 semesters</td>
<td>Yes until 10 semesters</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>Annual (2-semester)</td>
<td>Recommended at least periodically</td>
<td>Yes until 10 semesters</td>
<td>Yes</td>
<td>n/a</td>
</tr>
<tr>
<td>Lead up to 3-Year Appointment</td>
<td>Highly Recommended provides basis for appointment decision</td>
<td>Highly Recommended provides basis for appointment decision</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>1-year in lieu of 3-Year Appointment (“rare instance”)</td>
<td>Yes part of required “additional guidance”</td>
<td>Yes part of required “additional guidance”</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>3-Year Appointment (and renewal)</td>
<td>Highly Recommended provides basis for appointment decision</td>
<td>Yes at least one during 3-year period</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>