

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Adjunct Lecturers

UH-Downtown/PS 10.A.15
Issue No. 1
Effective Date: 03/15/95
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1. PURPOSE

This PS establishes university policies governing the employment and use of adjunct lecturers. While adjunct lecturers constitute a significant component of the university's teaching work force and have a critical role to play in carrying out the university's urban mission, the university remains committed to reducing its reliance on adjunct faculty. Adjunct lecturers include all those teaching personnel holding the adjunct lecturer title as defined in *Section 2.2.5 of PS 03.03*.

2. POLICY/PROCEDURES

2.1 Policy

The university employs adjunct lecturers to provide the course coverage which cannot be provided by the full-time faculty. The use of adjunct lecturers varies from department to department and is determined by factors unique to each department. An adequate number of full-time faculty will always be employed to provide effective leadership in teaching, advising, scholarship, curriculum development and institutional planning and governance.

2.1.1 Selection and Qualifications

Each department will establish written policies and procedures regarding the hiring of adjunct lecturers. These policies and procedures will include the following provisions.

2.1.1.1 Adjunct lecturers must meet the same minimum requirements for professional, experiential and scholarly preparation as their full-time counterparts teaching in the discipline at the same level.

2.1.1.2 The primary responsibility for hiring adjunct lecturers resides with the department chair though this responsibility may be delegated to an administrative subordinate. The selection procedures for these positions must support the university's commitment to equal opportunity/affirmative action, both in principle and in practice, including the university's responsibility to advertise for adjunct lecturers annually, preferably at the beginning of the summer, with the intent of creating a data bank of potential adjunct lecturers for each discipline. Departmental procedures to recruit adjunct lecturers are kept flexible to accommodate the many different circumstances under which hiring decisions must be made. The employment guidelines for full-time faculty outlined in *PS 03.42* do not apply to the hiring of adjunct lecturers.

2.1.1.3 The offer of a position as adjunct lecturer is made in a letter from the department chair which specifies the sections to be taught, the conditions of employment, and the salary. An appointment as an adjunct lecturer is for one semester only though an individual may be reappointed for subsequent semesters as needed. Such appointments are non-tenure track and non-probationary regardless of the number of semesters an individual has been employed.

2.1.1.4 All offers of employment as an adjunct lecturer are conditional on enrollment. A department's offer to teach a given course will be withdrawn if that course is canceled because of insufficient enrollment or if the course is reassigned to a full-time faculty member whose own schedule has been changed.

2.1.1.5 Adjunct lecturer compensation will be based on written salary guidelines developed within the department and approved by its college's dean.

2.1.2 Orientation and Support

Each department will establish written policies and procedures regarding the orientation and support of its adjunct lecturers. These policies and procedures will include the following provisions:

2.1.2.1 Orientations and department handbooks with information on departmental procedures and other university information needed by part-time instructional personnel will be provided to all adjunct lecturers.

2.1.2.2 Adjunct lecturers will be provided with office space where students seeking academic assistance can have access to them. The times at which adjunct lecturers will be available must be clearly stated and provided to students. Departments will establish the minimum number of office hours required for adjuncts.

2.1.2.3 Adjunct lecturers will be provided the departmental support necessary for instructional effectiveness.

2.1.3 Supervision and Evaluation

Each department will establish written policies and procedures regarding the supervision and evaluation of its adjunct lecturers. These policies and procedures will include the following provisions.

2.1.3.1 Responsibility for supervising adjunct lecturers will be clearly assigned to one or more full-time faculty of the department.

2.1.3.2 Student course evaluations will be conducted in all courses taught by adjunct lecturers and the results of available evaluations will be analyzed along with other performance assessments when adjunct lecturers are being considered for reappointment.

2.1.3.3 Adjunct lecturers are subject to dismissal for cause at any time.

2.2 Administration of Policy

Department chairs, in consultation with their faculties, are responsible for the development of the written policies and procedures called for in sections *2.1.1*, *2.1.2*, and *2.1.3* and are also responsible for seeing that they are carried out. All policies and procedures are subject to the approval of the dean of the department's college to ensure their consistency with general university policy. The deans also will monitor the number and percentage of sections being taught by adjunct lecturers in their colleges and are responsible for alerting the Vice President of Academic Affairs/Provost when they believe an inappropriate balance exists.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs/Provost

Review: Annually

Reprint of original