Guidelines for Formal Evaluation of Adjunct Faculty

June 15, 2020

These guidelines provide the process for evaluating adjunct faculty members within the Klein College of Media and Communication for the purpose of being considered for promotion, pay increase, or to request a multi-semester appointment.

1. An adjunct faculty member with an appointment in Klein College may request an evaluation for the purpose of being considered for a multi-semester appointment, a pay increase within the guidelines for adjunct faculty pay within Klein College (see below), or change in title. Consideration for change in title or pay must include an evaluation of the adjunct faculty member.

2. A request for evaluation should be made to either the department chair or program director for which the adjunct faculty member is employed. If teaching for more than one department or program, the request may be made to the head of either one. The request should include a list of courses the adjunct faculty member is currently teaching and, if relevant, has taught in the past up to three semesters of employment within Klein College.

3. If the request is made within the first four weeks of the fall or spring semester, the evaluation should take place during the same semester or, at the latest, during the following semester in which the adjunct faculty member is employed.

4. Evaluation shall include multiple measures of performance. These measures may include, but are not limited to, student feedback forms (SFFs), classroom observation, review of syllabi and assignments, review of student projects, review of student assignments, consultation with a teaching mentor or sequence head. In addition, the adjunct faculty member may provide student letters and emails in support of the faculty member’s teaching. Except for extenuating circumstances, at minimum, the evaluation should include a classroom observation, review of syllabi for current courses, and review of SFFs.
5. The program supervisor is the person or persons responsible for making personnel recommendations regarding the adjunct faculty member's appointment. Generally, the supervisor is the department chair or program director of the program in which the adjunct faculty member is employed. The supervisor shall be responsible for conducting the evaluation. The supervisor may appoint a designee to conduct the evaluation, who will provide an evaluation report to the supervisor. The evaluation report shall include a written summary of the evaluation, a copy of any materials reviewed, and a report of any in-class observations.

6. Except for extenuating circumstances, the evaluation report shall be completed within two weeks of the classroom observation. If completed by a designee, the report will be submitted to the supervisor within 14 calendar days of the classroom observation.

7. Except for extenuating circumstances, the supervisor shall provide the adjunct faculty member with a written summary of the evaluation report within 30 calendar days of the classroom observation. The written summary and the evaluation report will be placed in the adjunct faculty member’s department personnel file.

8. Decisions resulting from the evaluation are the sole discretion of Klein College. Seeking evaluation does not guarantee change in pay, title, or assignment of a multi-semester appointment.

9. An adjunct faculty member who receives an unsatisfactory evaluation may provide a written response which will be placed in the personnel file. If a response is submitted, a note will be placed in the departmental file stating that a response is included in the personnel file.

10. An adjunct faculty member may request a formal evaluation at any time, but no more than once during any two (2) successive semesters of employment.

11. A supervisor, as well as other personnel within Klein College responsible for making personnel recommendations, may evaluate an adjunct faculty member’s teaching within Klein College at any time. Normally, an adjunct faculty member will be notified at least seven (7) calendar days before a classroom observation takes place. The adjunct faculty member should provide any materials requested by the evaluator, such as syllabi, assignments, and student projects, to the evaluator, and invite the evaluator to the relevant courses’ Canvas site, within 14 calendar days. Under exceptional circumstances, Temple University, in its sole discretion, may conduct an evaluation without notice.
Multi Semester Appointments

1. Whether an adjunct faculty member is appointed for single or multiple semesters is at the discretion of the dean of Klein College. Multiple semester appointments do not need to be for consecutive semesters and may extend beyond an academic year. Appointment letters must state which semesters and which years the adjunct faculty member will have teaching assignments.

2. A multi-semester contract does not need to initially specify the course assignment(s) beyond the first semester, but the contract commits to hiring for the additional semesters.

3. If an adjunct faculty member receives a multi-semester contract to teach in multiple departments within Klein College, the appointment shall be coordinated by the dean’s office, which will specify which department the adjunct will teach in during each semester of the appointment.
June 24, 2020

Guidelines for Adjunct Faculty Appointment, Titles, and Pay

Purpose: These guidelines provide information regarding the process for hiring, appointment, titles, and other relevant information.

1. Qualifications for Adjunct Faculty Titles in Initial Appointments
   
   a. Appointment as Adjunct Instructor is usually based on the attainment of a bachelor’s degree, master’s degree or equivalent qualifications.

   b. Appointment as Adjunct Assistant Professor is usually based on the attainment of an appropriate terminal degree (e.g., Ph.D., MFA, Ed.D., JD) or equivalent professional qualifications, as well as significant teaching experience at the university level.

   c. Appointment as Adjunct Associate Professor is usually based on the attainment of the qualifications necessary for Adjunct Assistant Professor, along with substantial experience in teaching, a significant body of research or creative work in the intended field of appointment, and experience pertinent to the duties to be performed as an adjunct faculty member.

   d. Appointment as Adjunct Professor is based on the attainment of the qualifications necessary for Adjunct Associate Professor, along with the candidate having attained a substantial reputation in their field as evidenced, for example, by a significant record of publications, presentations, or creative works in the intended field of appointment or who has received substantial honors or recognition in their field of endeavor.

   e. Title and base compensation will be based on educational requirements, experience and effectiveness in teaching, as well as academic and/or professional qualifications relevant to the adjunct faculty member’s work at the university.
2. Review of New Adjunct Faculty

With the implementation of these guidelines, adjunct faculty members shall be reviewed by their department within the first two semesters (i.e., fall and/or spring) of their initial appointment in Klein College.

3. Faculty Resources for New Adjunct Faculty

Each newly-hired adjunct faculty member will have access to an orientation session, contact information for a chair or other designated faculty member within their department for support and consultation, review of course materials, teaching evaluation (see Guidelines for Formal Evaluation of Adjunct Faculty), referrals to the Center for the Advancement of Teaching, or other university resources. The chair or other designated faculty member will respond to an adjunct’s request for support or referral in a timely manner.

3. Prior and Future Appointments of Adjunct Faculty
   a. Adjunct faculty members hired prior to the implementation of these guidelines shall maintain their then-current title and pay if at or above established minima. Such adjunct faculty members may request a formal evaluation to be considered for a change in title or pay (see Klein College Adjunct Faculty Evaluation guidelines).

   b. Absent exceptional circumstances, an adjunct’s title and base pay within Klein College shall not be decreased in subsequent appointments once an agreement letter has been approved by the Dean.

   c. Adjunct faculty title or rank in another school or college is not a guarantee of the same title within Klein College.

   d. In recommending appointments for adjunct faculty, deans or those designated to make personnel recommendations will consider evaluations and prior experience at Temple, and the skills and expertise to meet the specific hiring needs of the department.

   e. No adjunct faculty member has a reasonable assurance for re-appointment until an appointment letter is issued by a hiring department.

   f. Teaching experience as an adjunct faculty member at Temple University shall be taken into consideration when applying for a full-time faculty position at the university.
Adjunct Pay Scale (Effective 7.1.20)

The following pay scale shall be used to determine adjunct faculty pay.

- Base pay per credit hour (/cr): $1550.00/credit hour ($1600 on 7.1.2022)
- For each title above adjunct instructor: +$125.00/cr
- Adjunct faculty member teaching a large class*: +$300.00/cr
- Adjunct faculty member who has taught four or more semesters with Klein College (pending satisfactory evaluation; see Klein College Adjunct Faculty Evaluation Guidelines): +$75.00/cr

*A large class is defined as having over 100 students in the specific course without teaching assistants, or having over 150 students in the specific course with one or more teaching assistants.

Adjunct faculty members who serve as internship directors are compensated and receive load credit based upon the number of students registered in the internship course as follows:

- 1-4 students enrolled: 1 credit
- 5-8 students enrolled: 2 credits
- Over 8 students enrolled: 3 credits

If payments are proposed that are greater than the scale above, the chair must consult with the Senior Associate Dean and the Budget Unit Head.

*Per the TAUP contract, adjunct faculty members who have a course cancelled or reassigned one week or less prior to the start of classes or during Add-Drop will receive 4% of what they would have been paid for the course.