



**Klein College
of Media and Communication**

Guidelines for Adjunct Faculty

Appointment, Pay, Titles, and Evaluation for Promotion

1. Appointment of Adjunct Faculty Members: Temple Policies & Procedures

Adjunct faculty members will be hired with the title for which the individual meets the qualifications as indicated below. Adjunct faculty members are expected to use proper titles for their appointment (see below).

- A. Normally a person should hold an appropriate terminal degree for appointment as an adjunct faculty member. However, in those cases in which a person has extraordinary expertise, qualifications and/or credentials in the field of intended appointment, that person may be appointed as an adjunct faculty member without such a degree.
- B. A person may be appointed as adjunct instructor who has a bachelor's degree, master's degree or equivalent qualifications (unless the degree is a terminal degree, see below).
- C. A person will be appointed as adjunct assistant professor who has an appropriate terminal degree or equivalent qualifications.
- D. A person may be appointed as adjunct associate professor who has the qualifications necessary for adjunct assistant professor and has substantial experience in teaching, research or creative work in the intended field of appointment, and such experience is pertinent to the duties the adjunct faculty member will perform.
- E. A person may be appointed as adjunct professor who has the qualifications necessary for appointment as adjunct associate professor and who has a substantial reputation in the person's 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 the faculty member's field of endeavor.

Terminal Degrees Relevant to Klein College of Media and Communication:

In the Klein College of Media and Communication, the following qualify as terminal degrees: MFA, J.D., Ed.D., or Ph.D.

2. Appointment of Adjunct Faculty: Klein College Policies and Procedures

- A. Review of New Adjunct Faculty: Adjunct faculty members will be reviewed by their department within the first two semesters (i.e., fall and/or spring) of their initial appointment in Klein College.

- B. 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.

- C. Prior and Future Appointments of Adjunct Faculty
 - 1. Adjunct faculty members hired prior to the implementation of these guidelines will 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).

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

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

 - 4. 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.

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

 - 6. Teaching experience as an adjunct faculty member at Temple University will be taken into consideration when applying for a full-time faculty position at the university.

- D. 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 will be coordinated by the dean's office, which will specify which department the adjunct will teach in during each semester of the appointment.

3. Klein College Adjunct Pay Scale as of 7.1.2022

The following pay scale is intended to maintain consistency in adjunct pay across departments in Klein College. Appointment to an adjunct faculty position is based on the following qualifications:

Adjunct Instructor (BA, MA, or equivalent)	\$1600.00/cr*
Adjunct Assistant Professor (Ph.D. or terminal degree)	+\$150/cr **
Adjunct Associate Professor (qualifications for adjunct assistant professor plus substantial experience in teaching, research/creative work in relevant field, and relevant experience related to responsibilities as an adjunct faculty member):	+\$150/cr
Adjunct Professor (qualifications for adjunct associate professor plus a substantial reputation in the relevant field, demonstrated by a significant record of publications, presentations, or creative works or substantial honors or recognition with field):	+\$150/cr

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Adjunct faculty members are expected to use proper titles for their appointment (see below). Adjunct faculty members in Klein College may request a formal evaluation to receive a title change; please see the following document for further information: [Guidelines for Formal Evaluation of Adjunct Faculty | Temple University Klein College of Media and Communication](#)

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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, adjuncts who have a course cancelled or re-assigned 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.

*** Note: All adjunct faculty members in Klein College will be paid using the above rates, which are based on the rank to which the faculty member is appointed. Longevity increases are no longer included.*

4. Adjunct Faculty Titles

Adjunct faculty members hired as adjunct instructors should list their designation on syllabi, resume, and in Temple-related email as “Adjunct Instructor,” and they should be addressed by the title they use outside of the university, such as Dr., Ms., or Mr. (NAME).

Adjunct faculty members hired as an adjunct assistant professor, or higher adjunct faculty rank, should list their designation as Adjunct Assistant Professor (or appropriate rank), and may be addressed as Professor (Name).

Adjunct faculty members hired on designated visiting appointments have a “visiting” rank: Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor. This appointment is generally used when hiring an individual who has an existing faculty appointment at another college or university. Individuals hired with this designation may be addressed as Professor (Name).

Please use the correct designation for your rank on your syllabus, in your Temple email signature information, and in all other reference to your appointment at Temple University, including in media or press coverage and on resumes or *curriculum vitae*.

5. Guidelines for Formal Evaluation of Adjunct Faculty (September 2022)

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.

- A. An adjunct faculty member with an appointment in Klein College may request a formal 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 a change in title. Consideration for change in title or pay must include a written teaching evaluation of the adjunct faculty member.
- B. A request for evaluation should be made to the adjunct faculty member’s supervisor. The supervisor is the person 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. If the adjunct faculty member teaches for more than one department or program, the request may be made to the supervisor of either one.

- C. Request for a formal evaluation must be made within the first four weeks of the fall or spring semester using the form (attached at end of this document): *Request for Evaluation by an Adjunct Faculty Member*. As part of the request, adjunct faculty members should state what they are seeking as a result of the evaluation. The request should include the adjunct faculty member's CV along with a list of courses the adjunct faculty member is currently teaching and a list of courses the faculty member taught in the past three semesters of employment, if relevant, within Klein College. The evaluator, personnel committee, and/or supervisor may request additional information, which should be provided by the adjunct faculty member upon request.
- D. The supervisor will be responsible for conducting the teaching evaluation of the adjunct faculty member, or the supervisor may appoint a designee to conduct the teaching evaluation. The teaching evaluation will result in an *evaluation report*. The evaluation report will include a written teaching evaluation, a copy of any materials reviewed, and a report on in-class observations. These materials will be provided to the department's personnel committee, or in the case of programs housed centrally in Klein College, to a designated personnel committee comprising at least three tenured faculty members from across Klein College.
- E. If the request is made within the first four weeks of the fall or spring semester, the teaching evaluation will take place during the same semester. A final decision from the dean's office will be provided during the following semester in which the adjunct faculty member is employed in Klein College. Any recommended changes will go into effect the next semester, following the decision, that the adjunct faculty member is employed by Klein College.
- F. Evaluation will include multiple measures of performance, some of which the adjunct faculty member may be asked to provide. 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.
- G. Except for extenuating circumstances, the written teaching evaluation will be completed within two weeks of the classroom observation. If completed by the supervisor's designee, the report will be submitted to the supervisor within 14 calendar days of the classroom observation. The supervisor will provide the adjunct faculty member with a copy of the written 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.
- H. The adjunct faculty member's request for evaluation, along with the multiple measures of performance, will be reviewed by the relevant personnel committee from the

department in which the adjunct faculty member has applied for review or, if applying for review by a program housed centrally within Klein College (e.g., CMST, CMGT), a designated personnel committee will be formed comprising at least three tenured faculty members from across Klein College.

- I. The personnel committee will provide a written recommendation regarding the review to the supervisor. The supervisor will provide a written recommendation to the Klein College dean. A decision will be made no later than the end of the semester following the request for review. Any recommended changes in pay, title, or contract will go into effect the semester following the relevant decision.
- J. 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.
- K. An adjunct faculty member who receives an unsatisfactory evaluation may provide a written response to the evaluation, which will be placed in the faculty member's personnel file. Any additional response(s) also will be placed in the personnel file.
- L. An adjunct faculty member may request an evaluation for change in title, pay or multi-year contract no more than once during any two (2) successive semesters of employment and may not request an additional evaluation from another supervisor while being reviewed by another department or program.
- M. 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 fourteen (14) 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 seven (7) calendar days of the request to visit the adjunct faculty member's classroom. Under exceptional circumstances, Temple University, in its sole discretion, may conduct an evaluation without notice.

Links to forms:

[Adjunct Faculty evaluation and appointment guidelines October 2022 FORM for ADJUNCTS](#)

[Adjunct Faculty evaluation and appointment guidelines October 2022 FORM for SUPERVISOR](#)

[Adjunct Faculty evaluation and appointment guidelines October 2022 FORM for EVALUATOR](#)

(Updated November 2022)