

# **COLLEGE OF ARCHITECTURE, URBAN & PUBLIC AFFAIRS**

## **Policy on Appointment of Adjunct Faculty**

Programs in the college need adjunct faculty to deliver some courses. These needs vary from unit to unit. Professional programs are encouraged to integrate practitioner perspective into their academic programs at both the master's and undergraduate levels by their accrediting bodies, a task partially accomplished through the use of adjuncts. Programs with a more traditional academic focus also require the use of adjuncts. In either case, adjunct faculty are temporary and serve as a supplement to rather than a substitution for permanent, full time, tenure track faculty.

Permanent full time, tenure track faculty have the responsibility for setting and maintaining academic standards in the degree programs. They are responsible for developing and maintaining the curriculum. Consultation with adjunct faculty on curriculum may be valuable in some instances and is encouraged. However, adjunct faculty do not vote on curriculum, policy, or personnel issues. Adjunct faculty do not carry out administrative and coordinating functions in the unit. These tasks are rightfully carried out by permanent full time, tenure track faculty.

Chairs/directors and deans appoint adjuncts in concert with academic standards and values of the departments/schools and the college. Departments and Schools must act to ensure that the academic integrity of degree programs is maintained. The credentials of all adjuncts appointed to teach in programs in the College of Architecture, Urban and Public Affairs will meet minimum university standards, including an earned master's or graduate level professional degree.

Adjunct appointments are temporary for one semester at a time. Compensation is on a course by course basis. Per course rates may differ by level and discipline. They are set by departments and schools within ranges approved by the college.

## **I. Departmental/School Adjunct Personnel Files**

Departments and Schools should maintain a pool of qualified adjuncts. Prospective adjuncts included in the pool should have documentation on file in the department affirming their credentials. This includes:

1. Academic transcripts to verify the last degree conferred which qualifies the adjunct to teach.
2. Current resume detailing the relevant experience which qualifies the adjunct to teach.
3. Documentation that disciplinary requirements such as licensure and/or certification have been met.
4. Relevant memo/letter from the chair, director, and/or dean discussing appropriateness of the individual's qualifications where degree requirements are not met.
5. Memo from the chair/director specifying which courses the adjunct is qualified to teach.
6. Course/instructor evaluation summaries for adjuncts who have taught in the past.
7. Most recent course syllabi for adjuncts who have taught in the past.
8. Copy of signed letter of offer specifying responsibilities and compensation.

In any given semester, the Department or School **must** maintain a credential's file for each adjunct assigned to teach a course. The file will include:

1. Official academic transcript with university seal verifying the last degree conferred which qualifies the adjunct to teach the course assigned.
2. Documentation that disciplinary requirements such as licensure and/or certification have been met.
3. Supplemental external letters and other supportive materials speaking to the adjunct's professional experience as a qualification to teach when degree requirements are not met.

The Chair/Director must certify in a memo to the dean that the preceding items are on file before payroll can be finalized by the assistant dean for business affairs.

## **II. Appointment of Adjunct Faculty**

1. Chairs/directors appoint adjunct faculty as needed in concert with academic standards voiced by the faculty which must be in compliance with minimum university requirements. A letter of offer of employment specifying the term of employment, course to be taught, compensation, and contingencies such as budget and enrollment, should be sent to the adjunct. A signed copy of the offer letter should be kept in the adjunct's credentials file.

2. Chairs/directors should request from the adjunct the signed offer letter, transcripts and other documentation as needed, and a current resume.

3. Chairs/directors should meet with the adjunct and discuss the course to be taught, syllabus, book orders, grades, office hours, library privileges, reserve requirements, clerical support, and other issues in managing a course. Each adjunct should be provided with the university's web address for the *FAU Faculty Handbook*. This and other information can be included in the offer letter. New adjuncts will require more extensive orientation.

4. Chairs/directors should collect a copy of the syllabus for the file before classes start.

5. Chairs/directors should ensure there is a place for adjuncts to hold office hours at the site where the class will be taught.

## **III. Evaluation of Adjunct Faculty**

1. Chairs/directors should review course/instructor evaluations for adjuncts.

2. Copies of the evaluation results and an explanation as to how to interpret them should be sent to the adjunct.

3. A meeting to discuss the course and the evaluations with the adjunct is recommended.

4. Reappointment should take this assessment into consideration.