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| <b>UT Health Science Center:<br/>COHP115 Adjunct Faculty Policy - Academic Policy</b> |                                     |
| <b>Version 2</b>  | <b>Publication Date: 03/12/2025</b> |

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| <b>No./Title:</b> COHP115 Adjunct Faculty                                | <b>Resp. Office:</b> FACULTY AFFAIRS<br><b>Approval Body:</b> Academic Council | <b>Effective Date:</b> February 2019                              |
| <b>Category:</b> Faculty   | <b>Last Review:</b> October 2023   | <b>Next Review:</b> October 2026                                  |
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| <b>Related Policies:</b>   |  |   |

## Introduction

The College of Health Professions (COHP) employs adjunct faculty who are qualified to accomplish the teaching and learning goals of programs in the College. This policy applies to adjunct faculty at COHP who are employed to provide instructional services, are neither tenured nor eligible for tenure, are appointed to teach specific courses, and are compensated on a course-by-course basis.

## Purpose

The purpose of this policy is to define adjunct faculty and to detail their appointment and evaluation processes.

## Definition

- An adjunct faculty member is one who provides student instruction and receives special payments for these teaching services performed on an irregular basis.
- This policy does not apply to faculty members on a part time non-tenure track appointment. Part-time faculty should meet annually with the Department Chair for the Annual Performance and Planning Review.
- This policy does not apply to affiliated or volunteer faculty appointments unless a “Term Special Pay” is included on the initial hire/rehire form placing them on payroll for services rendered to the Department other than those provided as a affiliated/volunteer faculty member. (Refer to Section 6.2.5 and 6.2.6 of the 2018 UTHSC Faculty Handbook).
- The Department Chair is the supervisor of record for all adjunct faculty teaching within the Department.

## Appointment Process

1. The Department Chair must obtain an approval from the Assistant Dean for Finance & Administration before a prospective adjunct faculty member is asked to teach a course.

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2. More specifically, the Chair is requested to complete the “Adjunct Faculty Request” form and submit it to the COHP Assistant Dean for Finance & Administration a minimum of 45 days prior to the requested start date.
3. The Assistant Dean for Finance & Administration processes additional documentation to the Office of Faculty Affairs within Academic, Faculty and Student Affairs Office for final approval.
4. After this level of approval is obtained, an appointment letter is generated to the adjunct faculty member and the Chair and Dean co-sign it.

### **Evaluation Process**

1. The Department Chair must ensure that qualifications and credentials of adjunct faculty are appropriate to their field and curricular requirements.
2. The Chair (or Program Director) may request to review material used by the adjunct faculty in a particular course. This portfolio may include the course syllabus, supplemental teaching materials, and tests.
3. Adjunct faculty must receive a teaching evaluation for each course taught from the Department or program to which they are assigned.
4. Departments can develop an evaluation form that is Department and curriculum specific.
5. Student evaluations of all classes taught should be collected and are administered in accordance with procedures used for full-time faculty.
6. All adjunct faculty should be observed in the instructional setting. An observation report should be used to develop and reinforce positive teaching behaviors.
7. Departments will use the evaluations to assist in determining if an adjunct faculty will be recruited in subsequent semesters.

### **Documents**

For each adjunct faculty employed, the hiring Department will maintain a complete file of materials that document the instructor’s teaching including:

- Written evaluation(s) including student evaluation, instructional observation (if any).
- Updated CV.

### **APPROVAL HISTORY**

Effective: February 2019

Approved: February 2019, COHP Dean

Approved: October 2023, Academic Council

Approved: October 2023, COHP Dean