

**2021-2022 UMBC GUIDELINES AND INTERIM PROTOCOLS
FOR PROMOTION TO THE RANK OF ADJUNCT III**

SPRING 2022

Eligibility: Adjunct faculty, as defined under Section 5.5.II of the *UMBC Faculty Handbook*, are initially appointed to the rank of Adjunct I and are eligible to apply for promotion to Adjunct II after having taught at least six fall or spring semesters at UMBC, taught at least 12 courses of 3 credits or more during those semesters, and have established a consistent record of teaching excellence as reflected in performance evaluations over multiple semesters. Candidates for promotion to Adjunct III must meet the following: (1) be at the rank of Adjunct II with all appropriate qualifications; (2) have taught at UMBC at the rank of Adjunct II for at least twelve fall or spring semesters;¹ and (3) have taught a total of more than 24 courses (each of 3 credits or more) during those semesters at the rank of Adjunct II. The candidate also shall have a consistent record of teaching excellence as well as having demonstrated leadership in teaching.

Criteria: Criteria for the evaluation of teaching are consistent with those employed by the University in evaluating candidates for promotion to the Rank of Senior Lecturer. An Adjunct III candidate is expected to demonstrate a consistent record of teaching excellence and teaching leadership, which may include the development of new curriculum, teaching innovations, scholarship (including the scholarship of pedagogy), and/or creative works.

Interim Protocols: The Provost Office will send a call for applications from Adjunct II faculty who have met the eligibility requirements for Adjunct III promotion review.

- **Adjunct candidate responsibilities:** Adjuncts must notify their Department Chair and Program Director of their intent to submit a promotion review dossier this Fall **by Friday, February 4, 2022**. The candidate prepares a dossier consisting of a current curriculum vita in UMBC format (*template for required format attached*); course materials from multiple courses/semesters taught, including course syllabi, teaching assignments, feedback to students, and other course materials; and SCEQs/SEEQs for each course taught over the past five years. [To access student course evaluations, go to <http://rex.umbc.edu> and follow the instructions in “Getting access and your SCE results in REX” (attached with this announcement).] The candidate may choose to include a brief (2-3 page) statement on teaching philosophy, goals, and activities that reflect these. The

¹ Candidates who were employed at UMBC for more than twelve fall or spring semesters before September 1, 2011, and have completed more than 24 courses of three credits or more during those semesters at the Adjunct II rank, shall be exempt from the additional time in rank eligibility requirement for promotion to Adjunct III.

dossier shall also include evidence documenting excellence in teaching and teaching leadership, as well as any other materials deemed relevant by the candidate. Candidates may wish to consult with the Faculty Development Center on preparation of an appropriate promotion review dossier and CV.

- *Department/Program responsibilities:* As noted above, department or program evaluation of a candidate should be consistent with criteria and procedures for promotion to Senior Lecturer. At a minimum for Adjunct III promotion, documentation by the department/program of excellence in teaching must include peer classroom observation of the candidate by members of the department/program (note that the Faculty Development Center cannot serve in an evaluative role in this process), with an observational report summarizing the candidate's classroom technique and effectiveness.
- *Additional considerations for candidate and candidate review and evaluation:* Adjunct faculty engage in service activities of many types. Although a demonstrated record of service is not required for promotion to Adjunct III, recognition of contributions in the following areas may be taken into consideration.
 - Service at the department, institution, and university system levels
 - Service to professional organizations
 - Service to local, state, and national agencies
 - Service to the public

Deadlines: Spring 2022 Promotion Reviews

- **January 28, 2022:** Call for applications: Promotion to Adjunct III.
- **February 4, 2022:** Deadline for Adjunct II Faculty to send *Notification of Intent to Apply for Promotion Review* to Department Chair or Program Director.
- **February 7, 2022:** Deadline for Department Chair or Program Director to send list of Adjunct II Faculty who intend to apply for promotion review to Dean and Provost Office.
- **April 1, 2022:** Deadline for Submission of Dossiers to Department Chair or Program Director.
- **May 25, 2022:** Last day for Department Chairs and Program Directors to forward Dossier and Recommendation to the Dean.
- **June 24, 2022:** Deadline for Dean's Final Decision.
- **August 23, 2022:** Effective Date for Adjunct III appointments.