

School of Pharmacy Policy on the Employment of Adjunct Faculty

The School of Pharmacy employs Adjunct Faculty to augment our teaching faculty and enhance curricular offerings to our students. This Policy is designed to comply with the [University Maryland Baltimore Policy II-1.07a, Policy on the Employment of Adjunct Faculty.](#)

1. Categories of Adjunct Faculty

Adjunct Faculty shall be designated as either Adjunct Faculty I or Adjunct Faculty II. Adjunct Faculty I shall include all adjunct faculty at the School of Pharmacy, except those faculty members who meet the criteria for designation by the School of Pharmacy policy as Adjunct Faculty II. The School HR Office will prepare contracts for Adjuncts based on information relayed by the academic departments. Payments rates will generally follow a schedule that will be updated from time to time (with exceptions being approved by the Dean). Adjunct faculty can concurrently hold the titles of Affiliate Assistant Professor, Affiliate Associate Professor, or Affiliate Professor, with ranks determined by the process outlined in the appropriate section of the SOP Faculty Handbook.

2. Adjunct I Appointments

There will be a small selection committee to evaluate candidates for adjunct positions. When searching for candidates for adjunct positions, the Director will seek to provide as diverse pool of candidates. The Committee, when selecting individuals for adjunct positions, will select the most qualified candidate, and recommend to the Department Chair. The Department Chair shall nominate a new Adjunct Faculty I position to the Dean, with copy to the Associate Dean of Academic Affairs. The nomination letter from the Department Chair will:

- i. *Consider the appointee's academic and professional background.* The School of Pharmacy requires all adjunct faculty to hold an advanced terminal degree, and have a minimum of two years of relevant experience in the area in which he/she may teach. Prior teaching experience is preferred, but not required for adjunct faculty. If available, past evaluations of teaching performance and student evaluations will be reviewed.
- ii. *Determine the appointee's area of expertise in relation to the School of Pharmacy's current curricular needs.* The Department Chair will assess curricular needs each semester to determine the demand for adjunct faculty, and contact a reference (designated by the appointee) who can verify the appointee's substantive knowledge of the area in which the adjunct may teach.

Adjunct Faculty I will be recommended to the Dean by the Department Chair, and are approved by the Dean.

3. Adjunct Faculty II Appointments

The Department Chair shall nominate a new Adjunct Faculty II position to the Dean, with copy to the Faculty Affairs Committee, and Associate Dean for Academic Affairs. The Faculty Affairs Committee shall verify that, in addition to meeting the criteria for Adjunct I appointment above as well as other criteria required by the UMB policy, the appointee has a consistent documented record of high-quality instruction.

All appointments to Adjunct Faculty II will be recommended by the Faculty Affairs Committee to the Dean, and shall be approved by the Dean, with communication to the Director of School HR.

4. Adjunct Faculty Promotion

The Department Chair shall nominate for promotion an Adjunct Faculty I to the Adjunct Faculty II rank to the Dean, with copy to the Faculty Affairs Committee, and Associate Dean for Academic Affairs. The Faculty Affairs Committee shall verify that, in addition to meeting the criteria for Adjunct I appointment above as well as other criteria required by the UMB policy, the appointee

- i. has a consistent record of high-quality instruction as determined by the School of Pharmacy;
- ii. has a record of teaching at least three years at the School of Pharmacy, and
- iii. has a series of high-level performance evaluations for courses taught at the University.

All promotions to Adjunct Faculty II will be recommended by the Faculty Affairs Committee to the Dean, and shall be approved by the Dean.

5. Adjunct Faculty Review

Each semester, the Department Chair or his/her designee, will assess the overall teaching effectiveness of the adjunct faculty member. Evidence of high level performance evaluations will be determined by student evaluations rankings, where the adjunct faculty is not rated lower than 1SD below the overall mean for all SOP faculty teaching in the given semester.

A review of student evaluations for the current semester will be performed by the Department Chair or his/her designee for each adjunct, and a report provided to the Associate Dean for Academic Affairs. The Department Chair or his/her designee also will review past evaluations and other personnel records when an Adjunct Faculty I requests promotion to Adjunct Faculty II.

6. Meet and Confer

The School of Pharmacy is committed to Adjunct Faculty fully participating in school and campus activities, and follows the UMB policy.
(<https://www.umaryland.edu/academicaffairs/policies/meetandconfer/>).

7. Grievance Procedures

The school's faculty grievance policy also applies to Adjunct Faculty.