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TO: Spring 2018 Adjunct I Faculty Members 

FROM: Patrice McDermott, Vice Provost for Faculty Affairs

RE: Adjunct II Promotion Process and Timeline – AY 2017-2018

UMBC recognizes that our part-time adjunct faculty are a valuable part of our scholarly community. As members of our faculty, adjunct faculty members perform an important role in advancing our shared mission of doing all we can to support the success of our students. We are pleased to inform you that UMBC adopted a new policy in 2011 with the goal of enhancing the status of adjunct faculty. This policy can be found in the UMBC Faculty Handbook (Section 5.5) at http://www.umbc.edu/provost/Faculty_Hanbook/contents.pdf.

An important feature of the policy is the establishment of two new ranks: Adjunct Faculty I and Adjunct Faculty II. All adjunct faculty members at UMBC hold the rank of Adjunct Faculty I as their initial appointment. Adjunct I faculty members who have demonstrated a distinguished and consistent record of high quality instruction at UMBC may be eligible to be reviewed for promotion to the rank of Adjunct Faculty II. Upon promotion to the rank of Adjunct II, faculty members will receive an additional financial and professional consideration including an increase in the per course stipend. This increase will equal 10% of the institution's minimum salary of Adjunct I faculty.

Promotion to Adjunct II is available to adjunct faculty members who are currently employed to provide instructional services at UMBC and/or UMBC at Shady Grove, are neither tenured nor eligible for tenure, are appointed to teach specific courses, are compensated on a course-by-course basis, and have:

1. Taught for at least six fall or spring semesters.
2. Taught a total of 13 or more courses (each 3 credits or more) during the fall and/or spring semesters.

The criterion for promotion to Adjunct II is evaluation of instructional effectiveness demonstrating excellence in teaching over multiple semesters of employment at UMBC.

UMBC Adjunct I faculty members teaching this spring who wish to be reviewed for promotion to the rank of Adjunct II during the 2017-2018 academic year must submit the "Promotion to Adjunct II Request Form" (attached) to their department chair by Friday, February 16, 2018.

*Upon receipt of the form, the department will initiate a comprehensive review of the individual's performance in all courses taught during the last six semesters (or the last six courses taught, whichever is greater). The department's report and recommendation will be forwarded to the Dean. Approval of all recommendations for promotion to Adjunct II rests with the Dean of the College. The Dean shall notify the candidate and department chair of the final decision by June 30, 2018 with an effective date of August 23, 2018.

