

Tulane University
Office of Academic Affairs & Provost

Guidelines for Adjunct Appointments and Reviews

Office Responsible for this Document: Office of Academic Affairs & Provost **Coordinating Departments:**

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Who Needs to Know this Guidance: Adjunct Faculty, Administrative Staff, School Administrators

Website Address for this Guidance: <https://provost.tulane.edu/academic-affairs/policies/academic-policies>

Preamble:

According to the faculty handbook:

4.2.5 Part-Time Faculty (Adjunct)

Individuals with part-time appointments; rank will be determined by the dean upon the recommendation of the department and with the approval of the Senior Vice President for Academic Affairs and Provost. Appointment to adjunct faculty ranks may also be used for academically qualified persons employed by the University for administrative duties or for faculty members whose primary appointment is in another department or school. Individuals may serve as adjunct faculty for an unlimited time through successive reappointments, so long as their teaching is part time. The University does not guarantee continuity of appointment for any person in the adjunct faculty. Part-time is defined as teaching no more than 6 credit hours per semester (12 credit hours per academic year) for 9 month-appointment faculty.

In the School of Medicine, the modifier “Clinical” is used as a prefix for part-time clinical faculty. The modifier “Adjunct” is used as a prefix for part-time non-clinical faculty.

(....)

4.3.3 Terms of Appointments

There are two kinds of faculty appointments: term-delimited non-tenure track and tenured/tenure track

a) Term-Delimited Non-Tenure Track Appointments:

Other than visiting faculty (as defined above in Section 4.2), term-delimited appointments may be renewed upon performance review. These appointments may be full or part time (adjunct) and for service during the academic or fiscal year (9 or 12 month). The reappointment process shall include faculty review and are subject to the rules and practices of each school and, where appropriate, the approval of the Office of Academic Affairs and Provost and/or the Senior Vice

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*President for the Health Sciences for appointments in the School of Medicine as appropriate....
[T]erms of appointment and reappointment are subject to the rules and practices of each school
and the Office of Academic Affairs and Provost.*

Appointments

1. Departments/Schools do not have to conduct full national or regional searches for Adjunct positions.
2. Adjunct appointments may be for one semester or for a full academic year (Fall-Spring). In 12month schools/units they may also be for Fall, Spring and Summer).
3. Although these appointments are described as primarily dedicated to instruction, it is possible that an individual Adjunct may be assigned additional responsibilities within the unit. Offer letters should include a clear description of all assigned responsibilities.
4. As with any other faculty appointment, the Provost's Office will review the candidate's qualifications (C.V.) and Faculty Appoint Details form (FAD), but the Provost's signature is not required on offer letters.
5. If subsequent to the initial appointment, the Adjunct's assigned responsibilities change, the unit should draft a new job offer letter and obtain the faculty member's signature.

Reviews

1. The performance of adjunct faculty must be regularly reviewed, especially during a first appointment and then before a subsequent reappointment.
2. The essence of the review should be an assessment of how well the faculty member has fulfilled the assigned duties (as outlined in the offer letter and/or subsequent revisions). It is expected that the primary emphasis of the review will be on teaching practice; therefore, it should include a review of the faculty member's performance in the classroom, including student evaluations, syllabi for all classes taught (since last appointed), and a report on classroom observations (if appropriate).
3. Each department /school/unit can structure the review as they believe best fits their needs and discipline, although the Department Chair/Area Head has primary responsibility for this task.
4. If, after review, the decision is to reappoint, the Department Chair/Area Head must explain the review process and document the results in the Reappointment Form. Otherwise, reappointments follow the same procedures outlined above.
5. In schools in which adjunct appointments may be volunteer/non-paid positions., an assessment of performance is still required before reappointment.