NOTICE OF INTENT: Change in Faculty and Administration Manual for Description of Adjunct Faculty

With specific changes to FAM Bylaws:

III. Faculty Appointments
   A. The Instructional Faculty
      2. Instructional Faculty Holding Non-tenure-track lines or Positions
         b. Special Faculty Ranks
            (4) Adjunct Faculty

INTENT: These changes would result in providing a clean job title to our adjunct faculty (e.g., on syllabi or professional correspondence as College of Charleston teaching faculty): either Adjunct Lecturer or Adjunct Senior Lecturer.

For each proposed change single strike-through-text is a deletion, underlined text is new language.

(4) Adjunct Faculty - The adjunct faculty member is usually an expert in a special field or an experienced teacher in a discipline where additional instruction is needed by the department to meet student enrollment demands. Adjunct appointments are for a specified period of one year or less for a single semester. (\%) Adjunct faculty may be part-time or full-time.

Adjunct faculty positions do not normally carry rank. Any department may, however, recommend to a Dean that the appointment have professorial rank. A Dean may confer professorial rank. Adjunct faculty members are initially assigned the special faculty rank of Adjunct Lecturer. A Dean may confer the rank of Adjunct Senior Lecturer when a member of the adjunct faculty at the College of Charleston has taught 30 or more course sections at the College, has worked at the College for at least eight separate semesters or summer terms, has been responsible for at least 500 student enrollments, and continues to serve as a member of the College’s adjunct faculty.

Adjunct faculty members do not normally have professorial rank or the special faculty rank of Instructor or Senior Instructor. Adjunct faculty members are not eligible for emeritus and emerita faculty titles. In unusual cases, departments or academic programs may recommend to a Dean that a member of the department or program’s adjunct faculty be appointed with a titular professorial rank. If a Dean receives the appropriate recommendation from a department or academic program, the Dean may confer titular professorial rank, providing that the rank includes the word “adjunct” (e.g., “Adjunct Associate Professor”).
If half-time or less, an adjunct faculty member is usually paid at a fixed rate per course established by the Provost in consultation with the Dean and Department Chair for each discipline, receives no fringe benefits, and does not occupy a state-supported line. Some receive no pay, but hold the title as a purely honorary appointment. If an adjunct faculty member is more than half-time, a prorated rate derived from the full-time rate appropriate to the discipline, duties, qualifications and experience of the individual will be negotiated by the Provost, the Dean, the Department Chair and the adjunct faculty member.

The contract is renewable so long as the department or program requires the adjunct’s services and requests the continuation, and provided the faculty member meets his/her contract responsibilities, including being available to the students from his/her classes outside the classroom, and the department conducts annual evaluations of the individual’s teaching performance in each course offered and finds that the quality of instruction meets departmental standards. Each contract and/or letter of appointment must state clearly that this is a “Special” appointment, and describe the duties and expectations as well as the limitations on that appointment.