



## **Procedures for Appointment of Adjuncts**

The *Statute of Instruction* designates as adjunct teaching staff those persons holding contracts for less than one academic year or whose contracts are for less than half-time teaching duties. Chairs have to make a request for an adjunct in writing, by filling out the *Adjunct Request Form* and sending it to the Provost. The request for an adjunct in a department or program is acted on by the Provost in consultation with the chair; and with the Dean for Curriculum and Academic Engagement and Dean for Faculty Development.

The chair shall be responsible for locating candidates for adjunct appointments, through advertisement, telephone contacts, etc., as time allows. Candidates for adjunct appointment will normally have an interview on campus with the chair, and with other members of the department or program if available. An adjunct member of the teaching staff shall be appointed by the Provost on the recommendation of the chair.

At the conclusion of the term, the chair shall send a written evaluation of the performance of the adjunct faculty member to the Provost and to the person holding the position. All such evaluations will be taken into consideration in the event that the individual is considered for subsequent reappointment.

Appointment as an adjunct carries absolutely no presumption of reappointment in a subsequent term. However, if the need exists, an adjunct may be reappointed on the recommendation of the chair. The College will attempt to inform adjuncts regarding any reappointment for a succeeding term no later than one month prior to the end of the current term.