

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:25:00

Date: Updated May 2020

**Subject: Adjunct Status Procedure**

Adjunct (instructor, assistant, associate, full) professor rank is appropriate for a member of the faculty whose credentials are similar to those in regular academic rank and part-time status at the college is deliberate and potentially ongoing, i.e., as opposed to the short-term, part-time appointment more appropriately made at the lecturer rank. Adjunct appointments may or may not be compensated. Adjunct faculty are often professionals (journalists, lawyers, architects, engineers, etc.) whose contribution to the college is enhanced by the primary external affiliation, and who may thus be regularly reappointed. Adjunct faculty may also be non-teaching professionals or management confidential employees at the college who do not hold regular academic rank, but who may participate with some regularity in the teaching program. The academic rank of an adjunct appointment should be commensurate with terminal degree, experience, status, and maturity. Adjunct faculty may apply for a change in rank before the start of any contract period.

**Step One:**

Identify the person who is being recommended for adjunct status. Obtain an updated vita/resume from the person and, with a letter of recommendation from a faculty member, forward to the Department Professional Welfare Committee.

**Step Two:**

The Professional Welfare Committee of the Department should review the credentials of the candidate and determine if adjunct status should be granted. If yes, then the Committee recommends the adjunct academic rank that should be appropriate for a member of the faculty whose credentials are similar to those in regular academic rank. The academic rank of an adjunct appointment should be commensurate with terminal degree, experience, status and maturity. The Committee should recommend the term for which the adjunct status should be. Then, the complete recommendation should be sent to the Department Chairperson.

**Step Three:**

The Department Chairperson reviews the recommendation and, if in agreement, completes the Buffalo State College Faculty and Professional Appointment Form. No compensation should be listed on the form. The Department Chairperson forwards the following to the Dean of the School:

1. Letter of recommendation.
2. Faculty and Professional Appointment Form.
3. Vita/Resume for the recommended adjunct faculty member.

**Step Four:**

The Dean reviews the recommendation and, if in agreement, forwards the necessary documents, along with a letter of support, to the Provost/Vice President for Academic Affairs.