

University Procedures for Reappointment of Quarterly Adjunct Lecturer

General Criteria for Reappointment

A candidate will be considered for reappointment given the following criteria:

1. The candidate has held a quarterly or semester fixed-term appointment for three consecutive years in the same department or has taught the same course three times within the past six years.
2. The candidate's teaching performance has been positive.
3. There is a departmental need and resources are available for a fixed-term appointment.
4. The candidate has demonstrated subject area expertise in the area of need.

General Procedure and Tentative Target Dates

April 2023	The dean's offices provide to each chair a list of quarterly or semester adjunct lecturers in the department who meet criterion #1 and may be eligible for reappointment.
May 2023	<p>Department chairs and deans assess departmental subject area short-term need and funding availability to determine if the department has a need and the school has the resources necessary for reappointment.</p> <p>Department chairs confirm that the candidate's teaching performance meets criterion #2.</p> <p>Where need and funding are confirmed, the deans will consult with department chairs to complete reappointment recommendations for candidates, considering factors such as overall performance, especially superior teaching abilities, and years of service at the university. The Dean will make the decision regarding reappointment.</p>
June 2023	Deans will notify chairs and candidates of reappointment status. If reappointment is not approved then the notification includes the criteria that were not met.