

**PROMOTION GUIDELINES FOR ADJUNCT FACULTY NOT REPRESENTED  
BY THE AAUP  
University of Cincinnati**

The University of Cincinnati recognizes the important contribution to our instructional mission performed by unrepresented adjunct faculty members. These promotion guidelines have been developed as one mechanism to reward outstanding performance by members of this group. Adjuncts may be promoted to the rank of adjunct assistant professor, adjunct associate professor, and adjunct professor. The criteria for the promotion of unrepresented adjunct faculty members will be different from those for full time and represented part-time faculty members.

**ELIGIBILITY**

Any unrepresented part-time faculty member in the Adjunct Title Series, whether appointed on a term of annual basis, with an appointment of less than 64% FTE can participate in the promotion system for unrepresented adjunct faculty.\*Faculty with the title of Adjunct Instructor or Adjunct Assistant Professor are eligible to apply for promotion to the next rank after serving as an adjunct faculty member for a minimum of 10 semesters in the University (calculated cumulatively not consecutively), 8 of which must be in the academic unit in which the promotion is being sought. The faculty member must have an active appointment in that unit at the time of application for promotion. A faculty member must also serve at one rank before moving on to another rank. That is, 20 or more semesters of service would not make one eligible to be promoted two levels above the current rank. The longevity requirement stated above must also be met for eligibility for all subsequent promotions except for the promotion to Adjunct Professor. Eligibility for promotion to Adjunct Professor will not have a longevity requirement but will be based on the unit's assessment of the faculty member's contributions to the instructional goals of that unit.

**CRITERIA**

Each unit shall establish criteria on which to base unrepresented adjunct faculty promotion decisions. All units should include evidence of teaching effectiveness and accessibility to students as primary criteria for promotion at any level. Additionally, units may also consider evidence of curriculum development, professional development (attendance at workshops or conferences in their discipline), participation in university governance, contribution to the unit, and any other relevant factors as criteria for promotion of adjunct faculty. While such activities may be considered in the decision to promote, such activities may not be required as a condition for promotion unless the adjunct received additional compensation or extra FTE's for providing these services. Academic units should establish and disseminate to unrepresented adjunct faculty, a checklist of documentation necessary for a promotion application. Minimally, such an application should include a letter from the candidate requesting promotion, a current curriculum vitae, and evidence of effectiveness in teaching. While maintaining the integrity of the promotion process, applications typically should contain no more than 20 pages of material.

## DISSEMINATION OF INFORMATION

Each unit is responsible for disseminating promotion information to every unrepresented adjunct upon hire and annually thereafter. It is a unit head's responsibility to notify individual unrepresented adjuncts when they are eligible to apply for promotion.

## PROCESS

Each college shall establish the process by which promotion applications are reviewed and promotion decisions are made. The Dean shall serve as the last level of review for unrepresented adjunct faculty promotions in that college. Faculty may appeal negative promotion decisions to the Provost's Advisory Committee on Adjunct Faculty. Such an appeal must be based on evidence that the unit criteria for promotion were not followed or that the process of decision-making established by the college was violated. The Advisory Committee on Adjunct Faculty will not consider appeals relative to the amount of salary increase accompanying a promotion, or variances in salary levels across colleges.

## COMPENSATION INCREASE

Each promotion will carry with it a minimum of a 10% increase in pay. All promotions have university wide implications. That is, an unrepresented term or annual adjunct faculty member achieving a promotion in one college will receive no lower than the minimum salary for that rank for teaching in any other colleges of the university. However, if an adjunct moves from term or annual status to represented status the adjunct's rank in the new position may be negotiated between the adjunct and the hiring unit.

\* Adjuncts who have appointments in excess of 64% FTE are members of the bargaining unit. The reappointment and promotion process for these AAUP represented adjunct faculty is stipulated in the AAUP/University agreement.