Adjunct Faculty's Promotion Criteria

In all matters of promotion in adjunct rank, the primary concern is for excellence of teaching and demonstrated commitment to students' academic success. In particular, integration of current contents and its full coverage, pedagogical innovations, and instructional technology in a course, leading to demonstration of teaching effectiveness, learning outcome and student success are the keys. Other factors to be considered are evidence of professional growth and contributions, such as published research, learned articles or books and participation in programs of professional and learned societies. Concrete evidence of achievement should be presented to the appropriate departmental chairperson and Dean through the submission of adjunct faculty's self-annual report each early spring. In addition to these considerations the minimum requirements of service and academic qualifications shall generally be observed in considering adjunct faculty members for promotion. It is expected that the adjunct faculty member applying for the next level of promotion, have served in his or her present rank a minimum of three years at Pace University.

Promotions in rank shall not be automatic but shall be based upon specific recommendations which take into consideration the above conditions as well as any other factors which may be considered to support the recommendation for promotion or increase. The accumulation of minimum years of service and academic degrees alone shall not be sufficient for promotion. Those adjunct faculty members, however, who have made outstanding contributions to the academic life of the University, the profession of teaching or in professional research or publication may be considered for promotion without direct relation to the minimum requirements of service and academic preparation. The distribution of adjunct faculty ranks is subject to the academic structure of the University and its financial condition.

Minimum Qualifications for Adjunct Faculty Rank

Adjunct Faculty Rank/Academic Degree/College or University Teaching Experience[1]

Minimum Qualifications for Adjunct Faculty Rank*

Faculty Rank	Academic Degree	College or University Teaching Experience
Adjunct Professor	Doctorate in Field	10 years
	***LL.B. or J.D. + Member of State Bar	10 years
	Master's in the Field	15 years
	**C.P.A. Certificate	15 years
Adjunct Associate Professor	Doctorate in the Field	5 years
	***LI.B. or J.D. + Member of State Bar	5 years
	Master's in the Field	10 years
	**C.P.A. Certified	10 years
	Open	15 years
Adjunct Assistant Professor	Doctorate in the Field	2 years
	***LL.B. or J.D. + Member of State Bar	2 years
	Master's in the Field	5 years
	**C.P.A. Certificate	5 years
	Bachelor's in the Field	8 years

Adjunct Instructor / Adjunct Lecturer[2]	***LL.B. or J.D. + Member of State Bar	--
	Master's in the Field	--
	**C.P.A. Certificate	--
	Bachelor's in the Field	--
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*Not Applicable to Haub School of Law
**Accounting Faculty only
***Lubin Legal Studies and Taxation Faculty only

1. Credit toward the time required for a particular adjunct rank (equivalent to 12 credit hours per academic year) is given for adjunct teaching experience at Pace and other accredited institutions of higher learning.

2. In exceptional circumstances, where the minimum requirement for initial appointment has been waived, those factors which were the basis for such waiver shall not be considered the basis for future promotion.

3. It is expected that the adjunct faculty member applying for the next level of promotion, have served in his or her present rank a minimum of three years at Pace University.