

### 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<sup>1</sup>

Minimum Qualifications for Adjunct Faculty Rank*		
<u>Faculty Rank</u>	<u>Academic Degree</u>	<u>College or University Teaching Experience</u>
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	***LL.B. or J.D. + Member of State Bar	--
	Master's in the Field	--
	**C.P.A. Certificate	--
	Bachelor's In the Field	--
Adjunct Lecturer <sup>2</sup>	Open	--

\*Not Applicable to the School of Law

\*\*Accounting Faculty only

\*\*\*Law 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.*

**PACE UNIVERSITY**

**ADJUNCT PROMOTION APPLICATION**

**Fill in shaded areas and information must be typed**

Name of Applicant

University ID Number (UID#)

Department

Date of first appointment

Campus

College / School

Current Rank

**Applying for rank of:**

**Date(s) of Prior Promotion:**

- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor

**PLEASE NOTE:** You may only apply for the next rank level.

**PROCEDURES**

Completed promotion applications (originals) must be submitted to the Shared Services Team via email no later than **November 27th** with the following information:

1. Letter of Intent – brief memo indicating that you are applying for a promotion
2. Fact Sheet (found on the Provost website)
3. Current Resume / Vitae
4. 2-3 Letters of Recommendation from other sources other than the Chair
5. Evaluation of Promotion Recommendation Form(s) from the Department Chair
6. A teaching portfolio that contains teaching philosophy and pedagogy, appropriate use of technology, and assessment of learning outcomes and evidence of student success (include student evaluations tallies and comments, and peer evaluations)

Send your **original** application to:

The Shared Services Team at [faculty@pace.edu](mailto:faculty@pace.edu).

**Applications will not be considered if any information is missing or if it is past the deadline.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

*Pace University*

EVALUATION OF ADJUNCT PROMOTION

Information must be typed

Candidate's Name \_\_\_\_\_ Department

Present Rank School

Campus

Candidate for: Promotion to the rank of

Use this form to evaluate, not summarize, the details of the candidate's professional career, remarking particularly on the candidate's impact in the areas noted. Limit the remarks to the two sides of this sheet; do not refer the reader to the dossier. Send the completed form to the Office of the Provost.

This evaluation is made by:  the chair of candidate's department, or  other colleague

Signature \_\_\_\_\_ I recommend for promotion:  Yes  No

Name (typed) Title

Date

**TEACHING** (please specify source of information for each)

Peer evaluation of individual's teaching effectiveness:

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Student evaluation of individual's teaching effectiveness:

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**SCHOLARSHIP** (please specify source of information for each)

Progress toward advanced degree (if not already attained):

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Evaluation of individual's research and publication activity:

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Evaluation of individual's participation in professional activities:

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Evaluation of individual's instructional development activity:

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**SERVICE** (please specify source of information for each)

Evaluation of individual's impact - or potential for impact - in his/her profession:

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Evaluation of individual's service to students, department, school, University, and (if relevant) community:

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**OTHER REMARKS**

*Pace University*

FACT SHEET FOR ADJUNCT PROMOTIONS

Information must be typed

Name:

Department:

Address:

School:

Campus:

Candidate for:  Promotion to the rank of

Education (degree, field, institution, year):

Baccalaureate:

Master's:

Progress toward doctorate (if applicable):

Doctorate:

Other:

Professional certification and licensure:

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Full-time college teaching experience prior to Pace (rank, department, institution, dates):

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Adjunct college teaching experience prior to Pace (rank, department, institution, dates):

(Do not include summer sessions)

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Fact Sheet for

Other professional experience:

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Date of first Pace appointment (month/year):

Adjunct Rank:

Dates of promotion(s) (month/year):

Adjunct Assistant Professor

Adjunct Associate Professor

Adjunct Professor

Administrative appointments (position/dates):

Leaves (include semesters not taught):

Dates:

Submitted by: \_\_\_\_\_  
Signature of Faculty Member

**Date**

Verified by: \_\_\_\_\_  
Signature of Shared Services Team

**Date**

Acknowledgement of Submission to Dean's Office: \_\_\_\_\_  
Signature of Dean's Office

**Date**