

Adjunct Faculty Promotion Criteria

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Unranked faculty are hired on a course by course contract and are appointed one of four titles: Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor, and Adjunct Professor. Promotions recognize excellence in teaching to which Wilmington University is committed. Promotion is normally initiated by the adjunct faculty member, but the Program Chair, Director, and/or Dean can also prompt the process.

Adjunct Assistant Professor

Promotion from Adjunct Instructor to Adjunct Assistant Professor requires the following:

- Master's degree or an appropriate professional degree from an accredited college or university
- Minimum of two (2) years teaching
- Minimum of 12 credits taught and the endorsement of the program chair
 - The teaching requirement may be waived if the appointee has obtained a terminal professional degree or the doctorate, demonstrating proven expertise in a subject-matter field and professional competence in instruction
- Completion of the Essential level of the Pathways to Instructional Excellence (PIE) is required

Adjunct Associate Professor

Promotion from Adjunct Assistant Professor to Adjunct Associate Professor requires the following:

- Master's degree or an appropriate professional degree from an accredited college or university, plus evidence of post-master's training
- Minimum of three years teaching with the title of Adjunct Assistant Professor
- Minimum of 60 credits taught (or the equivalent as determined by the Dean)
 - Exceptions to this requirement will be considered if particular courses are offered infrequently
- Completion of the Essential and Proficient levels of the Pathways to Excellence (PIE) is required
- Evidence of teaching effectiveness, professional growth in one's field of expertise and in post-secondary teaching, and service to students, faculty and the University

Adjunct Professor

Promotion from Adjunct Associate Professor to Adjunct Professor requires the following:

- Earned doctorate or an appropriate terminal professional degree from an accredited college or university, or accomplishments that are considered equivalent
- Minimum of four years teaching at the rank of Adjunct Associate Professor at Wilmington University
- Minimum of 120 credits taught (or equivalent as determined by the Dean).
 - Exceptions to this requirement will be considered if particular courses are offered infrequently
- Completion of the Essential, Proficient, and Mastery levels of the Pathways to Excellence (PIE) is required

- Evidence of teaching effectiveness, professional growth in one's field of expertise and in post-secondary teaching, and service to students, faculty and the University.

Adjunct Professor Emeritus

This rank may be assigned to Adjunct Associate Professors or Adjunct Professors who have limited or terminated their responsibilities as a faculty member for valid reasons (e.g., retirement, illness) after fifteen years or more of distinguished service to the University. An Emeritus is appointed by the President upon the recommendation of the Chief Academic Office in consultation with appropriate Dean. Completion of the Essential, Proficient, Mastery, and Exemplary levels of the Pathways to Excellence (PIE) is required.

Considerations for Promotion Criteria

Teaching Quality

In 6 of the last 8 Student Evaluation Reports, the applicant's Converted Average Summary Evaluation Ratings were at least in the "Similar" range compared to the CATS/IDEA Database; preferably, the ratings would be 50 or higher. Exceptions to this requirement will be considered if alternative evaluations are utilized.

Experience at WU

Refer to the length of service and minimum course requirements for each promotion phase. Post-secondary teaching at other colleges/universities may be considered by the Dean in lieu of experience at WU.

Adherence to WU Policies and Procedures

Examples:

- Syllabi consistently submitted on time
- Grades consistently submitted on time
- Outcomes Assessment data consistently submitted on time
- Grading in accordance with WU guidelines

Use of Technology

Examples:

- Successful completion of LMS (Learning Management System) training
- Integration of LMS (Learning Management System) features into teaching/managing courses
- Utilization of other technology in the classroom
- Utilization of Wilmington University email

Professional Growth in Post-Secondary Teaching

Examples:

- Regular attendance at WU Faculty Development Days
- Completion of the required levels of the Pathways to Instructional Excellence program as required for the promotion levels
- Regular attendance at other WU programs for enhancement of teaching
- Regular attendance at non-WU programs for enhancement of teaching

- Regular attendance at College and Discipline meetings

Professional Growth in Field of Expertise

Examples:

- Attainment of a Master's or higher degree in field of expertise
- Professional recognition from the private sector.
- Attendance at professional events/conferences related to subjects taught at WU.

Service/Attention to Students

Examples:

- Effectively managed student issues and complaints
- Available outside of class time
- Wrote letters of recommendation
- Received notes/letters of appreciation from WU students.

Contributions to Wilmington University

Examples:

- Representative on Faculty Senate with regular attendance and active participation on Senate Committees
- Assistance in initiating or revising courses
- Participation in the Outcomes Assessment process
- Workshop presentations at Faculty Development Days
- Participation on committees other than Faculty Senate Committees
- Represented WU at off-campus events
- Assisted with or presented at WU-sponsored events, e.g., art exhibits, symposia
- Has taught a variety of courses at WU
- Has been willing to teach at a number of locations
- Has been willing to teach in non-traditional formats and times

Adjunct Faculty Promotion Procedures

Procedures for Requesting Promotion from Adjunct Instructor to Adjunct Assistant Professor:

1. The adjunct faculty member contacts his/her Program Chair and/or Director for the College's application process for promotion (via email). If the adjunct faculty member teaches for more than one College, he/she should seek promotion from the College where he/she teaches the most courses. It is not necessary to complete the online template for this level of promotion.
2. The adjunct faculty member sends an email to his/her Program Chair and/or Director outlining their promotion request. The following information must be provided (attached) with the email:
 - a. Date of hire*
 - b. List of courses taught*
 - c. List of courses completed in the Pathways to Instructional Excellence (PIE)*
 - d. A general statement addressing the information in the 'Considerations for Promotion Criteria' section of this document.

*If you need assistance with the information, please complete the Faculty Information Request: <https://wilmufd.wufoo.com/forms/w1ru5te211jlofz/>. The CTE Office can provide this for you.

3. The Program Chair and/or Director will review the adjunct faculty member's information and submit it for review by the College Dean. The College Dean will then make the promotion recommendation to the Office of Academic Affairs. The adjunct faculty member will be notified by the Office of Academic Affairs of the decision.

Procedures for Requesting Promotion from Adjunct Assistant Professor, to Adjunct Associate Professor, to Adjunct Professor, to Adjunct Professor Emeritus:

1. The adjunct faculty member submits a letter of application to his/her Program Chair and/or Director (via email). If the adjunct faculty member teaches for more than one College, he/she should seek promotion from the College where he/she teaches the most courses.
2. After receiving written or verbal approval, the adjunct faculty member requests an electronic promotion portfolio template by submitting an email request to edtech@wilmu.edu. The adjunct faculty member will 'cc' his/her Program Chair and/or Director on the email request.*
3. After Ed Tech makes the electronic portfolio available, the adjunct faculty member adds supporting documentation to the portfolio for each promotion criteria. The supporting documentation should include details regarding: dates, examples of work products, certificates, or any documentation that will help to communicate the adjunct faculty member's experiences. [Please Note: The adjunct faculty member has up to sixty (60) days to complete his/her promotion portfolio.]
4. After the adjunct faculty member completes his/her promotion portfolio, he/she notifies their Program Chair and/or Director and requests that their promotion portfolio be verified as complete and ready for review by their College's Adjunct Promotion

- Committee (APC), if applicable. [Please Note: The Program Chair and/or Director can verify portfolio completion by formal memo or email.]
5. After the adjunct faculty member's portfolio is verified for completion, the adjunct faculty member notifies the APC (if applicable) that their portfolio is ready for review.
 6. The APC will schedule the portfolio for a review. [Please Note: The APC has up to thirty (30) days to complete their review of the adjunct faculty member's promotion portfolio.]
 - a. If, after the initial review, the APC has suggestions for changes/modifications to the adjunct faculty member's promotion portfolio, a written memo will be sent to the adjunct faculty member outlining the requested changes/modifications. The written memo will include an explanation of the method that the adjunct faculty member must use to document the needed changes/modifications. A tentative deadline for completing the requested changes/modifications will also be provided.
 - b. When the requested changes/modifications are complete, the adjunct faculty member must notify the APC. The APC will review the portfolio for a second time and make the necessary recommendation(s).
 - c. If, after the second review, the APC believes that there are additional changes/modifications needed to the adjunct faculty member's promotion portfolio, the adjunct faculty member will be referred to the Center for Teaching Excellence (CTE) for further support and mentoring. Before the portfolio may be scheduled for another review by the APC, a member of CTE will need to verify that the adjunct faculty member's portfolio is complete and ready for review.
 7. If the APC provides a favorable review, they will notify the College Dean. The College Dean will then make the promotion recommendation to the Office of Academic Affairs. The adjunct faculty member will be notified by the Office of Academic Affairs of the promotion decision.
 8. Concurrence for promotion is by the adjunct faculty member's Program Chair and/or Director, College's Adjunct Promotion Committee (if applicable), College Dean, and Vice President for Academic Affairs.
 9. Promotions are formally announced annually during the spring Faculty Development Day.

***Sample Email from Faculty Member to Request the Adjunct Faculty Promotion Portfolio Template in Canvas (after receiving written or verbal approval from his/her Program Chair and/or Director.**

To: edtech@wilmu.edu
Cc: Program Chair and/or Director

I have submitted a letter of application for promotion [provide the name of the Program Chair and/or Director] and have been approved to begin building my promotion portfolio. Please provide the Adjunct Faculty Promotion Portfolio Template for me and add the following individuals as reviewers of my submission:

[Enter the promotion committee members here (these will be supplied to you by your Program Chair and/or Director.)]

Adjunct Faculty Promotion Procedures
Requesting promotion from Adjunct Assistant Professor to Adjunct Associate Professor and from Adjunct Association Professor to Adjunct Professor
[As outlined in the Canvas Template]

Procedure for Requesting Adjunct Promotion from Adjunct Assistant Professor to Adjunct Associate Professor or from Adjunct Associate Professor to Adjunct Professor:

1. Contact your Program Chair and/or your Director to request your College's application process for promotion (via email). If you teach for more than one College, you should seek promotion from the College where you teach the most courses.
2. Assemble your supporting information/documentation according to your College's protocol. This Canvas Promotion Portfolio Template is provided to capture this information/documentation for promotion to: Adjunct Associate Professor, Adjunct Professor, and Adjunct Professor Emeritus (if applicable). You have up to sixty (60) days to complete your portfolio.
3. Concurrence for promotion is by your Program Chair and/or Director, College's Adjunct Promotion Committee (if applicable), College Dean, and Vice President for Academic Affairs.