

Changes and additions in red. Updating but no change in policy in blue

ACA-26. Oversight and Support Of Associate Instructors, Associate Faculty and Adjunct Part-Time Faculty

Scope

All Associate Instructors and Adjunct ~~Associate Faculty~~

Policy Statement

A. Responsibility for oversight and support of associate instructors and adjunct ~~associate~~ faculty should be placed in an office on each campus. The office need not be the same for both categories of instructors. On those campuses with large numbers of associate instructors and/or adjunct ~~associate~~ faculty, these responsibilities may be placed on officers within individual units, who would ~~it would be appropriate to designate an officer within each unit that has a school to report to the campus office.~~ Each chancellor/ provost should, after consulting with appropriate faculty ~~governance organizations~~ representatives as appropriate, forward the name of the designated office to the vice president for academic affairs.

B. The office designated by a chancellor/provost to provide oversight and support for associate instructors shall, working with the appropriate faculty ~~governance organization,~~ council committee(s), insure that all associate instructors are properly trained, supervised and evaluated.

C. The office designated by a chancellor/provost to provide oversight for adjunct ~~associate~~ faculty shall, working with the appropriate faculty ~~governance organization,~~ oversee the process for appointment, evaluation and professional development of such faculty, including implementation of those standards and procedures established by university and campus faculty ~~governance organizations~~ Council.

D. Letters or other documents appointing adjunct faculty and associate instructors shall include the duration of the appointment, the pay compensation, any benefits, and the responsibilities of the appointee.

Reasons for Policy.

Adjunct faculty and associate instructors fill an important role in the university's educational mission and deserve the resources and support necessary to perform their jobs effectively. For that reason, the Board of Trustees passed a resolution in 1994 directing each campus and academic unit to provide oversight, support, evaluation and training for them. [Link] This policy endorses and implements the Trustees' directive.

Definition.

"Associate Instructor" is a student academic appointee with instructional responsibilities as defined in ACA-16.

