



Evidence of teaching effectiveness, professional growth in one's field of expertise and in post-



## **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

Committee (APC), if applicable.

**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