

**Fox School of Business**  
**Guidelines for Hiring and Appointment of Adjunct Faculty**  
**[Revised July 14, 2020]**

1. Adjunct faculty appointments through the Fox School of Business and Management are principally initiated via the Department Chair upon demonstrated need for existing course offerings. The Department Chair or designee is required to identify new adjuncts who have the adequate content knowledge and experience as well as the appropriate academic credentials to teach the designated course within the content area.
2. Once an adjunct is identified by the Department Chair or designee, their CV is sent to the Dean's Office for final approval. Once approved, the Dean's office initiates the administrative hiring process and establishes rank, salary minima, and qualifications for AACSB.
3. Multi-semester appointments are not permissible at the Fox School of Business due to the sequential nature of the business curriculum.
4. The rank of all adjunct faculty at the point of hire is Instructor, unless s/he has an existing faculty rank at another institution whereby it is matched by the Fox School of Business. Requests for a higher rank can be made at the point of hire by the adjunct via the Department Chair based on the following criteria:
  - i. Appointment as Adjunct Assistant Professor is usually based on the attainment of an appropriate terminal degree or equivalent qualifications.
  - ii. Appointment as Adjunct Associate Professor is usually based on the attainment of the qualifications necessary for Adjunct Assistant Professor, with substantial experience in teaching, research/creative work in the intended field of appointment, and such experience as is pertinent to the duties to be performed as an adjunct faculty member.
  - iii. Appointment as Adjunct Professor is usually based on the attainment of the qualifications necessary for Adjunct Associate Professor, with the candidate having attained a substantial reputation in their field as evidenced, for example, by a significant record of publications, presentations, or creative works in the intended field of appointment or who has received substantial honors or recognition in their field of endeavor.

5. Base salary minima for adjunct faculty are tied to AACSB qualifications, including but not limited to highest degree earned, scholarly activity, and participatory status as determined by the annual participatory faculty survey distributed by Analytics and Accreditation. The rates below represent minima and are subject to increase taking into consideration the experience and effectiveness of an adjunct as well as academic and/or professional attainments relevant to their work at the university. Special consideration may be given to administrators within the Fox School and those teaching writing intensive courses.

<b>Adjunct Base Rate Pay per credit</b>				
<b>Degree</b>	<b>Neither Participatory nor Scholarly</b>	<b>Participatory</b>	<b>Scholarly</b>	<b>Maximum base salary</b>
Bachelors or equivalent (eg BS, BA, BBA)	\$1,550	+\$50	+\$50	\$1,650
Masters or equivalent (eg MA, MS, MBA)	\$1,650	+\$50	+\$50	\$1,750
Terminal degree (eg PhD, JD, EdD)	\$1,800	+\$50	+\$50	\$1,900

6. Each newly-hired adjunct will have access to an orientation session, contact information for a chair or other faculty member within their department for support, consultation, review of course materials, classroom observation, referrals to the Center for the Advancement of Teaching, or other university resources. The individual will respond to an adjunct's request for support or referral in a timely manner.
7. Adjunct faculty may request increased compensation and/or increase in rank based on the criteria outlined in this document and the tangential Formal Evaluation of Adjunct Faculty guidelines, outline in a separate document.
8. No adjunct has a reasonable assurance for re-appointment until an appointment letter is issued by a hiring department.