



Adjunct Faculty and Graduate Teaching Assistant Policy #380.079

INITIAL EFFECTIVE DATE: February 16, 2000	LAST REVISION DATE: June 6, 2022	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Office of the Provost, Planning and Finance & University Graduate School
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POLICY STATEMENT

This policy and related procedures address the compensation and evaluation of teaching for Adjunct Faculty and Graduate Teaching Assistants.

SCOPE

All Adjunct Faculty and Graduate Teaching Assistants serving as primary instructors.

REASON FOR POLICY

To delineate the method and process for determining compensation and the evaluation of teaching for Adjunct Faculty and Graduate Teaching Assistants serving as primary instructors.

DEFINITIONS

Terms used in the policy are defined in the Academic Affairs Human Resource Manual available on the Office of the Provost, Planning and Finance website (academic.fiu.edu/personnel).

ROLES AND RESPONSIBILITIES

Department Chairperson, College and Provost is responsible for credentialing of faculty who are eligible to teach graduate level courses.

RELATED RESOURCES

The Department Chairperson/Supervisor - determines the role of Adjunct Faculty and Graduate Teaching Assistants with respect to teaching assignment, meetings, and departmental affairs in general; verifies credentials of primary instructors at the time of onboarding; and evaluates the Adjunct Faculty and Graduate Teaching Assistants serving as primary instructors.



The Dean's Office - reviews the primary instructor's credentials to ensure the credentialing process has been followed (reference Faculty Credentialing Manual at <https://academic.fiu.edu/personnel.html>) and ensures that the Department Chairperson/Supervisor or Chairperson's designee evaluates Adjunct Faculty and Graduate Teaching Assistants serving as primary instructors.

The Office of the Provost, Planning and Finance & The University Graduate School - oversees the implementation of this policy.

CONTACTS

Questions about this policy should be directed towards the Office of the Provost, Planning and Finance:

Associate Provost Planning & Finance
11200 S.W. Eighth Street PC 529
Miami, Florida 33199
Telephone: (305) 348- 2168

HISTORY

Initial Effective Date: February 16, 2000 (Adjunct Faculty Policy)

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): July 6, 2020; July 13, 2020, and renamed to Adjunct Faculty and Graduate Teaching Assistant Policy; June 6, 2022.



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PROCEDURE STATEMENT

Adjunct Faculty and Graduate Teaching Assistants are used to supplement regular faculty positions when the expertise required to deliver a specific course is not available among the regular faculty or if there is an insufficient number of regular faculty to teach scheduled courses. Adjunct Faculty and Graduate Teaching Assistant services will be determined on the basis of enrollments, staffing needs, and/or specialized expertise.

Adjunct faculty are normally appointed and compensated on a per course basis for one (1) academic term. A limited number of adjunct faculty may be offered multiple-term contracts based on demonstrated excellence in past teaching performance and approval of the instructor’s Chair, Dean, and the Office of the Provost, Planning and Finance. Graduate Teaching Assistants are normally appointed for one (1) to three (3) academic terms or up to one (1) academic year at a time. Both are compensated from Other Personnel Services (OPS) funds. The amount of compensation should be directly related to academic credentials, teaching experience, and market demand. Adjunct Faculty and Graduate Teaching Assistants may be eligible for paid holidays. Adjunct Faculty and Graduate Teaching Assistant are subject to the same rules and regulations regarding parking as regular faculty, staff, and students. Adjunct Faculty working an average of thirty (30) hours per week may qualify to participate in the State Group Insurance Program. Adjunct Faculty should not exceed full-time (i.e., 40 hours per week) for more than twenty-six (26) weeks of a fiscal year unless approved by the Office of the Provost, Planning and Finance and only due to special circumstances.

Subsidized health insurance is provided to all Graduate Teaching Assistants holding a full-term appointment for twenty (20) hours per week. All Graduate Teaching Assistants are required to participate in this health insurance plan unless their insurance company will certify equivalent coverage.

The instructional responsibilities and rules for regular faculty also apply to any Adjunct Faculty and Graduate Teaching Assistants who serve as primary instructors (e.g., office hours, grading, student evaluations, etc.). Verification of credentials for primary instructors must be completed prior to instruction to ensure requirements are met for their respective assignment. The department determines the role of Adjunct Faculty and Graduate Teaching Assistants with

respect to teaching assignment, meetings, and departmental affairs in general. Time spent in such an appointment shall not be counted as tenure-earning service.

In keeping with FIU's Vision of Excellent Teaching, Adjunct Faculty and Graduate Teaching Assistants who serve as primary instructors are expected to engage in learning-centered, evidence-based, and inclusive teaching practices and report peer, student, and self-data that provides evidence of growth in teaching.

Each Adjunct Faculty and Graduate Teaching Assistant serving as a primary instructor will receive timely and regular teaching evaluations. The Department Chairperson/Supervisor or Chairperson's designee will assess these primary instructors every year for the first three (3) years, and every three (3) years (triennial) thereafter. Adjunct Faculty and Graduate Teaching Assistants will collect and report on evidence of evaluating teaching from three (3) data sources (i.e., peer, student, and self) for review by the Chairperson/Supervisor or Chairperson's designee. Additionally, primary instructors will submit evidence that for each course taught during the evaluation period, all digital course materials are accessible in line with FIU's Digital Accessibility Policy 1705.020.

The evaluation should be based on the department's evaluation of teaching guidelines and/or other data collection activities provided these activities are aligned with FIU's Vision of Excellent Teaching. The Department Chairperson/Supervisor or Chairperson's designee may make role-specific adjustments as deemed necessary and appropriate. To be eligible for continued or additional teaching appointments, the most recent evaluation for the Adjunct Faculty or Graduate Teaching Assistant must be satisfactory.