

## **Adjunct Faculty: Adjunct Plus Status Overview (One-time Incremental Pay Increase)**

### ***Criteria for Eligibility:***

1. Current adjunct in the College of Arts and Sciences.
2. The faculty member must have completed a minimum of a Master's degree in an area related to his or her teaching.
3. The faculty member must have established a very strong record of performance in the equivalent of 10 courses or 34 TEUS at Bethel or have taught at least one 3 or 4 credit course per year for five consecutive years. Private instruction in music counts toward the ten courses only for terms in which the equivalent of one course (i.e., 11 or more students) is taught. TEUs for summer school and lab prep are excluded.
4. After an absence from teaching at Bethel of three or more years, a person starts over on eligibility for the one-time incremental pay increase.

### ***Procedures:***

1. Applications for the incremental pay increase are reviewed once a year.
2. Adjuncts who are eligible to apply for this incremental pay raise and their department chair will be notified by the Academic Affairs Office.
3. The adjunct faculty member must complete the application process for the incremental pay increase.
4. The faculty member must be recommended by the department chair and dean of faculty. A teaching observation by the department chair is required. The chair will use the updated vita, teaching observation, and student (IDEA) evaluations on file to develop their recommendation.
5. The faculty member will be interviewed by the dean of faculty and the Associate Provost of CAS.
6. The final decision is made by the Associate Provost of CAS.
7. The faculty member is notified by letter of the Associate Provost's decision.
8. The adjunct faculty member will receive a 10% salary increase the next term they teach.

### ***Application Includes:***

#### **From Candidate:**

1. Updated vita.
2. Updated faculty application.
3. Self-assessment of one's teaching and professional development within the discipline (not to exceed 3000 words).
4. Goals for the next 3-5 years (not to exceed 750 words).

#### **From Others:**

1. Written teaching observation by department chair.
2. Written recommendation by department chair.
3. Interview with dean of faculty and Associate Provost of CAS/Dean.
4. Written recommendation by dean of faculty.

**Ownership:** Academic Affairs

**Date Approved and Effective:** May 2, 2012

**Date Revised:** October 26, 2020 (application materials headers)