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February 1, 2024

TO: Spring 2024 Adjunct II Faculty Members  
FROM: Ana Oskoz, Vice Provost for Faculty Affairs *A O*  
RE: Adjunct III Promotion Process and Timeline – AY 2023-2024 Interim Protocols

We are again pleased to provide the opportunity for promotion to Adjunct III status.

Candidates for promotion to Adjunct III must meet the following:

1. Be at the rank of Adjunct II with all appropriate qualifications,
2. Have taught at UMBC at the rank of Adjunct II for at least twelve fall or spring semesters<sup>1</sup>,
3. Have taught a total of more than 24 courses (each of 3 credits or more) during those semesters at the rank of Adjunct II.

An Adjunct III candidate is expected to demonstrate a consistent record of teaching excellence and teaching leadership, which may include the development of new curriculum, teaching innovations, scholarship (including the scholarship of pedagogy), and/or creative works.

UMBC Adjunct II faculty members, teaching this current Spring semester, who wish to be reviewed for promotion to the rank of Adjunct III must notify their Department Chair and Program Director of their intent to submit a promotion review dossier this Spring **by Friday, February 15, 2024**. The candidate will prepare a dossier consisting of the following:

1. A current curriculum vita in UMBC format (*template for required format attached*);
2. Course materials from multiple courses/semesters taught, including course syllabi, teaching assignments, feedback to students, and other course materials;
3. SCEQs/SEEQs for each course taught over the past five years
4. Evidence documenting excellence in teaching and teaching leadership;
5. Any other materials deemed relevant by the candidate.

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<sup>1</sup> Although courses taught during the Spring 2020 semester will count toward the twelve-semester eligibility requirement, Spring 2020 SEEQs may not be used for any evaluative purpose for promotion review per the Provost's memos of March 26, 2020

The candidate may choose to include a brief (2-3 page) statement on teaching philosophy, goals, and activities that reflect these. Candidates may wish to consult with the Faculty Development Center on preparation of an appropriate promotion review dossier and CV.

At a minimum for Adjunct III promotion, documentation by the department/program of excellence in teaching must include peer classroom observation of the candidate by members of the department/program (*Note that the Faculty Development center cannot serve in an evaluative role in this process*), with an observational report summarizing the candidate's classroom technique and effectiveness.

Although a demonstrated record of service is not required for promotion to Adjunct III, recognition of contributions in the following areas may be taken into consideration:

- Service at the department, institution, and university system levels.
- Service to professional organizations.
- Service to local, state, and national agencies.
- Service to the public.

### **Deadlines: Spring 2024 Promotion Reviews**

- **February 1, 2024:** Call for applications: Promotion to Adjunct III.
- **February 15, 2024:** Deadline for Adjunct II Faculty to send *Notification of Intent to Apply for Promotion Review* to Department chair or Program Director.
- **February 23, 2024:** Deadline for Department Chair or Program Director to send list of Adjunct II Faculty who intend to apply for promotion review to Dean and Provost Office.
- **April 1, 2024:** Deadline for Submission of Dossiers to Department Chair or Program Director.
- **May 29, 2024:** Last day for Department Chairs and Program Directors to forward Dossier and Recommendation to the Dean.
- **June 28, 2024:** Deadline for Dean's Final Decision.
- **August 23, 2024:** Effective Date for Adjunct III appointments.