

**McMicken College of Arts and Sciences**  
**Appointment Guidelines for Qualified Faculty**  
**September 2005**

**AAUP Represented Adjunct Faculty Guidelines (typically 85% FTE)**

1. Assigned duties should average 26-34 hours per week over autumn, winter and spring quarters depending on their FTE. An AAUP adjunct faculty member with an 85% FTE would have assigned duties equivalent to 34 hours per week.
2. The annual teaching assignment is equivalent to ten three credit hour courses per year or thirty credit hours with multiple preparations.
3. The annual teaching assignment may be reduced in consideration of other circumstances such as:
  - Extensive grading requirements
  - Very large enrollments discipline defined
  - Course redesign in consultation with department head
  - Upper division teaching as assigned by mutual agreement
  - Extensive service assignments approved by department head
  - Extensive research assignments as defined in offer letter
4. AAUP Adjunct faculty members may contribute service to their unit as specified by their academic unit and are generally discouraged from taking service positions that require teach load reductions. However, this may be negotiated on an individual basis with the department head.
5. An AAUP Adjunct faculty member's letter of appointment details their workload expectations. The letter also states that future reappointment is contingent upon continuing student demand and curricular need in their academic unit as well as upon the faculty member having met the criteria described in the unit's RPT guidelines.
6. At the beginning of each academic year, the faculty member and department head need to complete the workload assignment template and submit to the Dean's office by October 15.
7. All units must have a reappointment and promotion document for this faculty group.