

# MEMORANDUM OF UNDERSTANDING

## ADJUNCT FACULTY

### ROWAN UNIVERSITY

Rowan University recognizes that adjunct faculty are a valuable part of the academic enterprise. As members of the teaching faculty, adjuncts perform an important role in the delivery of instruction and in providing critical learning experiences for the students they serve. The University also recognizes that while a number of adjunct faculty have served for extended periods of time, these faculty continue as semester to semester appointees and are employed on a course by course basis for each semester they are employed.

These guidelines reflect a spirit of cooperation between the University and AFT Local 2373 to clarify the commitment of the University to provide appropriate and available resources for adjunct faculty in the conduct of their teaching role and fulfillment of professional responsibilities.

To facilitate and support the teaching function of adjunct faculty at Rowan University, the parties agree to the following guidelines:

#### I. SPACE FOR MEETING WITH STUDENTS AND WORK ON INSTRUCTIONAL ACTIVITIES

- A. The dean of each college will consult with department chairs and identify spaces where adjuncts may meet with students and work on instructional activities and university matters. Where space permits, adjuncts will be assigned to offices within the physical space occupied by the department and when feasible and appropriate, doorplates will be provided identifying the space as such.

#### II. DESK SPACE

- A. Where feasible, space for adjuncts will be provided with desks and will be available one hour before and on hour after scheduled teaching. Where desk space is not available, the dean or department chair will make a good faith effort to designate desk space that affords privacy.
- B. Where feasible, there shall be no more than two adjuncts to each desk.

#### III. STORAGE SPACE AND SECURITY

- A. Where feasible, each adjunct will be provided a lockable storage space, preferably a desk or locker for the duration of the teaching assignment.
- B. If space is assigned to an adjunct and it can be locked, keys will be provided.

#### IV. ACCESS TO TELEPHONES

- A. The university shall make a good faith effort to provide a telephone for each adjunct space or office. In the event that telephones cannot be placed in adjunct spaces or offices, the dean or chair shall make a good faith effort to designate a telephone that affords adequate privacy.
- B. Deans/departments shall provide voicemail for those adjuncts who request it.

#### V. COMPUTER ACCESS

- A. Where feasible, computer access will be provided at all adjunct desks with the appropriate hardware and software to support academic instruction. A good faith effort will be made by the deans/departments to identify alternative locations, such as existing laboratories, if this access is not available within a department. Adjuncts will be assigned Rowan University computer accounts.
- B. Where feasible, adjuncts will be offered computer training through the university training programs available for other faculty.

#### VI. EQUIPMENT, SERVICES AND SUPPLIES

- A. Arrangements should be made between the adjuncts and the department chairs for secretarial support (when feasible) and for copying services for work related to academic instruction. This may include making arrangements for access to photocopying after the normal office hours.

#### VII. MAIL/EMAIL

- A. Each adjunct shall have a mailbox
- B. Mailboxes will be available during normal office hours. During those times when mailboxes are not regularly available, arrangements for access to mailboxes shall be made with the department chair or his/her designee.
- C. The University will make available to adjuncts materials appropriate to adjuncts.
- D. Each adjunct will be provided an email account.

#### VIII. IDENTIFICATION CARDS

- A. The University shall issue faculty identification cards to adjuncts.

#### IX. ADJUNCT PARKING PRIVILEGES

- A. Parking privileges applicable to full and part-time faculty shall be extended to adjunct faculty during their employment contract with the University.

## X. EVALUATION OF ADJUNCT FACULTY

The evaluation of adjunct faculty is important to ensure instructional excellence and continued development of the academic programs at the University.

- A. The process that departments will engage in to evaluate adjunct faculty will be consistent with the established process in place for the evaluation of full-time and part-time faculty, namely, the use of student evaluations and peer observations. Similarly, the implementation of student evaluations and peer observations will be consistent with the current procedures in place at the University.
- B. During each of their first three academic years of continuous service, adjunct faculty will be peer observed at least once and will have student evaluations administered in at least one class. From the third academic year of continuous service and thereafter (if applicable), adjunct faculty will be observed and student evaluations will be conducted at least once every third year.
- C. In special circumstances, the department chair, with the approval of the Dean, and after conferring with the adjunct, may recommend additional peer observations and/or student evaluations be conducted, consistent with the established norms in the department.
- D. Consistent with University policy and agreement, adjunct faculty will be provided with any/all peer observations and the results of any/all student evaluations and have an opportunity to respond to them.
- E. Copies of any/all observations, student evaluations, and/or any responses or correspondence pertaining to same will become a part of the adjunct faculty member's permanent file.

## XI. NOTICE OF APPOINTMENT

- A. When feasible, adjuncts who are expected to teach the subsequent semester shall be notified of the intent to offer a contract by the end of the current semester.
- B. When feasible, adjunct faculty shall be notified of an appointment to teach during the summer not fewer than three weeks before the start of any summer session.

XII. DIRECTORIES

- A. Each semester, each department or program will prepare a list of all adjunct faculty teaching that semester, including their names, campus locations and campus phone numbers.

XIII. NOTICE OF AVAILABLE POSITIONS

- A. The University will provide notice of all available positions of full-time faculty, professional staff and librarians on the Rowan web.

XIV. REOPENER

The University and the Union agree to revisit these guidelines one year after their implementation.

**NOTE: NOTHING INCLUDED IN THESE GUIDELINES ABROGATES THE RIGHTS OF THE UNIVERSITY AS THEY PERTAIN TO THE HIRING, AWARDING AND CANCELLATION OF CONTRACTS AND/OR THE CONTINUATION OF THE EMPLOYMENT CONTRACT OF ADJUNCT FACULTY AT THE UNIVERSITY.**

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**Robert Zazzali**  
**University Negotiator**

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**Mary Lee Donahue**  
**F.O.R.C.E. Negotiator**