

Questions to determine what adjunct instructor level the FNTFO member should be



Adjunct Instructor Level 3

Must answer “Yes” to all of the following in order to qualify for Adjunct Instructor 3:

1. Was the position **searched Regionally or Nationally**?
2. Does the employee hold an **advanced degree (Masters or above) IN the academic discipline assigned as identified by the faculty of the department?**
3. Is the appointment for **one (1) to three (3) academic/calendar years** but in no event exceeds three academic/calendar years?
4. Is the course load for
 - a. a **minimum of twelve (12) credit hours** per week per semester **OR**
 - b. a **minimum of eighteen (18) contact hours** per week per semester **OR**
 - c. an **annualized amount** determined at the start of the appointment **equivalent to 12 credit hours or 18 contact hours** per week per semester?



Adjunct Instructor Level 2

Must answer “Yes” to all of the following in order to qualify for Adjunct Instructor 2:

1. Does the employee (Preferably) hold an **advanced degree (Masters or above) IN the academic discipline assigned as identified by the faculty of the department ?**
2. Is the appointment for **one academic year or one calendar year**?
3. Is the course load for
 - a. a minimum of **twelve (12) credit hours per week** per semester **OR**
 - b. a minimum of **eighteen (18) contact hours per week** per semester **OR**
 - c. an **annualized amount** determined at the start of the appointment **equivalent to 12 credit hours or 18 contact hours** per week per semester?



Adjunct Instructor Level 1

Must answer “Yes” to all of the following in order to qualify for Adjunct Instructor 1:

1. Does the employee hold **minimal qualifications in the academic discipline assigned as identified by the faculty of the department?**
2. Is the appointment for **one semester**?

***Note: If the instructor is an Adjunct Instructor Level 1, read below to see if the special conversion to adjunct instructor level 2 would apply.**



***Adjunct Instructor Level 1 special conversion to Adjunct Instructor Level 2**

Must answer “Yes” to all of the following in order to qualify for Adjunct Instructor 2:

1. Has the adjunct instructor 1 submitted a **written application to the Dean** to be considered for designation as adjunct instructor 2?
2. Has the adjunct instructor 1 taught at least twelve (12) credit hours or eighteen (18) contact hours per week per semester for **twelve (12) fall and/or spring semesters in the last ten (10) academic years** AND does the employee hold an **advanced degree IN the academic discipline assigned?**

OR

Has the adjunct instructor 1 taught at least twelve (12) credit hours or eighteen (18) contact hours per week per semester for **sixteen (16) fall and/or spring semesters in the last ten (10) academic years** AND does the employee hold an **advanced degree IN ANY academic discipline?**