ESPECIALLY FOR ADJUNCTS

APPOINTMENT
Refer to “Section 7: Responsibilities and Personnel Issues for Faculty and Librarians.” Additional topics that are specific to adjuncts are listed below.

Appointment Type (Rank)
Adjunct faculty appointments are at the rank of lecturer. Lecturer is a non-tenure-track position that can be full time or part time.

Notice of Appointment

Full-Time Lecturers
Appointed by the provost, full-time lecturers are typically notified of renewal or reappointment one month prior to the start of a semester. Full-time lecturers should return signed contracts to the Academic Affairs Office, Cleveland Hall 519. Department chairs are the designated supervisors of their lecturers.

Part-Time Adjuncts
Part-time adjuncts are appointed by the dean’s office of the school under which the hiring department resides. Part-time adjuncts should return signed contracts to the dean’s office. Department chairs are the designated supervisors of their adjuncts.

A contract will specify academic title, department, effective/expiration dates, professional obligation (academic year), and compensation. Specific assignments will be outlined, such as course(s) to be taught, maintaining office hours, student advisement, etc. The contract will also state, for both full- and part-time faculty, that lecturers are obligated to participate in college assessment initiatives as deemed necessary.

Length of Appointment
Part-time and full-time appointments may be offered for a semester or the academic year.

Promotion
Part-time service and service in a non-tenure track does not count toward tenure or promotion if the faculty member eventually is hired in a tenure-track position. Nor will time served count toward a reduction of a probationary period upon election to a tenure-track position.

INSTRUCTION POLICIES AND PROCEDURES
Refer to “Section 5: Instruction Policies and Procedures” for instruction requirements, important classroom management topics, and useful guidelines.

Syllabus
Section 5 provides required and suggested syllabus topics, including statements regarding services for students with disabilities, and students who are disruptive or who create concern for possible harm to self or others.

Students of Concern
From time to time faculty may encounter a student who raises concern over disruptive behavior or uncertainty about possible harm to self or others. Information about dealing with such
students is covered in greater detail in sections 5 and 7. In this section, the emphasis is to encourage adjunct faculty to report a student of concern so that guidance and support can be provided. Reporting a student is not considered an inability to manage the classroom or ineffectiveness in handling student issues; rather, it is viewed as supporting the campus goal of ensuring a safe environment for all.

Access [http://deanofstudents.buffalostate.edu/students-concern-online-reporting-form](http://deanofstudents.buffalostate.edu/students-concern-online-reporting-form) for the online reporting procedure, or a report can be made by phone to the Dean of Students Office, 878-4618. Questions about responding to students of concern should be addressed with the academic department chair.

Refer to pages 5.4–5.7 for details regarding “Dealing with Students Who Are Disruptive or Who Create Concern for Possible Harm to Self or Others.”

**SALARIES AND BENEFITS**

Refer to Section 12. The following are additional topics specific to adjuncts.

**Compensation**

The base salary for a 3 credit course is $2,300. Compensation is specified in each contract offered by the dean.

**Paychecks**

SUNY operates on a two-week pay period system, and payrolls lag by two weeks. Therefore, employees can expect to receive their first full paychecks approximately four weeks following the effective date of hire. For the payroll schedule, see [http://hr.buffalostate.edu/sites/hr.buffalostate.edu/files/uploads/Documents/admin_1516.pdf](http://hr.buffalostate.edu/sites/hr.buffalostate.edu/files/uploads/Documents/admin_1516.pdf).

**Benefits**

Lecturers teaching two or more courses per semester are eligible for benefits. To learn about benefits, contact the Human Resource Management Office at 878-4821 or visit [http://hr.buffalostate.edu/benefits-glance](http://hr.buffalostate.edu/benefits-glance).