

# Oversight and Support Of Non-Tenure Track Faculty (Formerly Associate Instructors, Associate Faculty and Part-Time Faculty)

ACA-26

## About This Policy

**Effective Dates:**

09-24-1994

**Last Updated:**

04-28-2020

**Responsible University Administrator:**

Board of Trustees, Indiana University

**Policy Contact:**

Campus Chief Academic Affairs Official

## Scope

All associate instructors and adjunct faculty.

## Policy Statement

1. Responsibility for oversight and support of associate instructors and adjunct faculty should be placed in an office on each campus. The office need not be the same for both categories of instructors. On those campuses with large numbers of associate instructors and/or adjunct faculty, these responsibilities may be placed on officers within individual units, who would report to the campus office. Each campus chancellor/ provost should, after consulting with appropriate faculty governance organizations, forward the name of the designated office to the vice president for academic affairs.
2. The office designated by a campus chancellor/provost to provide oversight and support for associate instructors shall, working with the appropriate faculty governance organization, ensure that all associate instructors are properly trained, supervised, and evaluated.
3. The office designated by a campus chancellor/provost to provide oversight for adjunct faculty shall, working with the appropriate faculty governance organization, oversee the process for appointment, evaluation, and professional development of such faculty, including implementation of those standards and procedures established by university and campus faculty governance organizations.
4. Letters or other documents appointing adjunct faculty and associate instructors shall include the duration of the appointment, the compensation, any benefits, and the responsibilities of the appointee.

## Reason For Policy

Adjunct faculty and associate instructors fill an important role in the university's educational mission and deserve the resources and support necessary to perform their jobs effectively. For that reason, the Board of Trustees passed a [recommendation in 1994](#) directing each campus and academic unit to provide oversight, support, evaluation, and training for them. This policy endorses and implements the Trustees' directive.

## Definitions

**Associate Instructor:** is a student academic appointee with instructional responsibilities as defined in [ACA-16, Student Academic Appointments](#).

## History

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*(Board of Trustees, September 24, 1994; University Faculty Council, April 28, 2020)*