

## **Adjunct Teaching Assistant Policy at RIT/A.U.K**

*Approved by the Academic Senate*

*January 21, 2011*

Shawn Sturgeon, Ph.D.

Director of Academic Affairs (Interim), RIT/A.U.K

This policy is intended to ensure that Adjunct teaching assistants are hired, supervised and funded in the appropriate manner.

Definition: An adjunct teaching assistant is an individual with an advanced degree who may or may not be in a Ph.D. program but who is contracted to assist a regular faculty member in their teaching obligations at RIT/A.U.K. Undergraduates may not serve as Adjunct teaching assistants.

## A. Application Process for Adjunct Teaching Assistants:

Paramount to the mission of the RIT/A.U.K is the delivery of quality education and the maintaining of the highest possible standards for faculty hired to teach undergraduate and graduate students. The use of adjunct teaching assistants should be severely limited to faculty members who can demonstrate to the Director of Academic Affairs that heavy service loads or a heavy research commitment necessitate that the RIT/A.U.K provide them with extra assistance in meeting their course obligations. This need should be demonstrated in the following way:

- a) The faculty member must submit a clear rationale for an Adjunct teaching assistant in writing to the Director of Academic Affairs for approval.
- b) This rationale should also indicate the funding mechanism by which the Adjunct teaching assistant is to be paid. If the faculty member is receiving funds for research then the Adjunct teaching assistant will be paid out of that fund. In exceptional instances, the RIT/A.U.K may provide funding for the Adjunct teaching assistant.
- c) Following approval by the Director of Academic Affairs, the request will be forwarded to the Chair of the Academic Senate for final approval by the Senate. If either party fails to approve the request, the process is concluded at that point.
- d) Following approval by the Academic Senate, the faculty member may begin interviewing candidates for the position. A list of three final candidates must be submitted to the Director of Academic Affairs along with a rationale and ranking for final approval. The Director of Academic Affairs along with the faculty member and one other member of the full-time faculty as appointed by the Academic Director will interview the candidates.
- e) After a final candidate is selected, Academic Affairs will issue an invitation letter stating the requirements, restrictions and amount of the award to the candidate. The candidate must accept or decline the invitation in writing.

## B. Use of adjunct teaching assistants at RIT/A.U.K:

Faculty members are contracted and approved to teach RIT courses at the RIT/A.U.K as long as they meet the following minimal criteria: 40 contact hours with students per section per term, plus 2 hours of scheduled office hours each week. As such, the use of assistant teachers or adjunct teaching assistants in RIT/A.U.K classroom is subject to the following limitations:

1. Adjunct teaching assistants may not substitute for the regularly contracted faculty member during the 40 hours of contact time each term.
2. Adjunct teaching assistants may meet with students outside the regularly scheduled class meetings for small group colloquiums, information meetings, and review sessions.
3. Adjunct teaching assistants may post materials, develop materials for presentation by the primary faculty member, and other administrative activities.
4. Adjunct teaching assistants may assist the contracted faculty member in grading papers but may not access the Student Information System (SIS) or have access to any official RIT student records.
5. The contracted faculty member is responsible for oversight of individuals working as Adjunct teaching assistants and must report in writing about their activities to the Director of Academic Affairs on a term by term basis. At the end of the academic year, the supervising faculty member must submit an evaluation of the Adjunct teaching assistant to the Director of Academic Affairs.
6. Adjunct teaching assistants are bound by the same code of contact that applies to normal faculty members of the RIT/A.U.K and are subject to the same disciplinary procedures.
7. Adjunct teaching assistants are subject to the same approval process through RIT as the regular faculty.
8. Adjunct teaching assistants may not publically represent themselves as RIT/A.U.K faculty.