

## PROMOTION TO ADJUNCT II REQUEST FORM

Promotion to Adjunct II is available only to adjunct faculty members defined for the purposes of this policy as faculty members at UMBC, including programs at Shady Grove, who are employed to provide instructional services; neither tenured nor eligible for tenure; and appointed to teach specific courses and compensated on a course-by-course basis.

Eligibility for promotion to Adjunct II is determined by the following criteria:

1. Upon completion of teaching at least six fall or spring semesters at UMBC.
2. Upon completion of teaching at least 13 courses (3-4 credits each) in fall or spring semesters at UMBC.
3. Received high performance evaluations for multiple semesters at UMBC.

Please provide the following information about your record of teaching at UMBC (and/or Shady Grove) to establish your eligibility for promotion to Adjunct Faculty II according to Criteria #1 and #2. Upon verification of this information, the department will conduct a multiple-semester performance evaluation to determine if you meet Criterion #3.

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SEMESTER (Fall/Spring)	COURSE ACRONYM + TITLE	# OF CREDITS (3 or more)	CROSS-LIST (If applicable)	APPOINTING DEPARTMENT (Origin of appointment letter)