

## ADJUNCT HIRING POLICY

### A. Hiring and Training

1. **Applications:** Applications to serve as an adjunct professor at The John Marshall Law School should be submitted to the Chair of the Adjunct Faculty Committee. The John Marshall Law School accepts solicited and unsolicited applications for adjunct teaching positions. Although there is no required format for initial applications, a candidate should submit a cover letter or email that describes why he or she desires to teach and what courses he or she is qualified to teach. A detailed resume that includes contact information for at least three professional references should be included. Finalists for a position must complete a formal application; that application is available on The John Marshall Law School's webpage.
2. **Publicizing openings:** Openings for adjunct professor positions will be posted on The John Marshall Law School website and also will be publicized throughout the greater Chicago area, especially through bar associations, including affinity bar associations. The publicity should be designed to draw a highly qualified and diverse applicant pool. It will not be the law school's practice simply to approach a single individual to teach a class. Instead, the law school desires to be transparent about adjunct openings. In addition, The John Marshall Law School endeavors to identify multiple candidates who can teach any course for which an adjunct may be used. The John Marshall Law School's Adjunct Faculty Committee will also develop a rotation process so that the law school can develop a more diverse pool of adjunct candidates.
3. **General criteria:** Although a candidate's application will be reviewed on its own merits and may vary depending on the course, The John Marshall Law School typically requires adjunct professors to hold a J.D. degree from an ABA-accredited law school, or an equivalent degree from a law school accredited by another country. In most cases, a successful candidate will have at least five years' practice experience in the area in which he or she will be teaching; in addition, a candidate must be in good standing with any bar to which he or she has been admitted. The John Marshall Law School may hire adjunct professors who do not hold law degrees for interdisciplinary courses.

4. **Initial Screening:** Applications will be screened by the appropriate center, clinic, or program director, who will review resumes with the Chief Diversity Officer and the General Counsel and Assistant Dean for Human Resources. The appropriate director will submit a list of three candidates for each position to the faculty diversity director and the chair of the Adjunct Faculty Committee.
5. **Interviews:** After initial screening, candidates who progress to the next level will be interviewed by a faculty member on the Adjunct Faculty Committee and the director of the center, clinic, or program in which the adjunct will teach. The interview may be conducted either in person or via telephone or videoconference.
6. **Reference checks:** Before offering an initial appointment as an adjunct professor, the candidate's professional references will be checked by the center, clinic or program director. The John Marshall Law School also may contact individuals not listed as references but who are likely to have information about the candidate's experience, character, or other relevant factors.
7. **Faculty notice and input:** Before extending a candidate an initial appointment, members of the full-time faculty will be provided with the candidate's name, professional credentials, and proposed course assignment. Faculty members will be afforded an opportunity to provide input, and the Dean and Adjunct Faculty Committee will consider that input.
8. **Authority to hire:** The Dean, in consultation with the Associate Dean for Faculty Affairs, will decide whether to hire an adjunct candidate. The decision will be based on all relevant considerations, including curricular needs; strength of the candidate's credentials, experience, and references; the candidate's past teaching experience or potential for excellence as a teacher; the candidate's availability to teach at the times at which the course is needed; diversity; available financial resources; and input from the Adjunct Faculty Committee. For each semester that an adjunct professor is hired to teach at The John Marshall Law School, he or she will receive a written contract signed by the Dean.
9. **Official transcripts:** Before an initial adjunct appointment is finalized, the candidate must arrange for The John Marshall Law School to receive an official transcript for each post-secondary degree earned, and The John Marshall Law School must actually receive those transcripts.

10. **Background screening and disclosures:** Before an initial adjunct appointment is finalized, The John Marshall Law School will complete background screening, including criminal and professional-license discipline checks. The John Marshall Law School may conduct subsequent checks, particularly regarding an adjunct professor's continued good standing with the bar and criminal history, if any. An adjunct has an affirmative and continuing obligation to inform The John Marshall Law School of any changes in his or her criminal history, actions or proceedings against any professional license held by the adjunct, and allegations or findings of ethics violations, malpractice, breach of fiduciary duty, fraud, or violation of trust by the adjunct. Disclosure should be made in writing as soon as practicable to the Dean and Associate Dean for Faculty Affairs.
11. **Orientation and training:** Adjunct professors are required to attend an orientation and training session each year, regardless of whether the adjunct has taught in past semesters. Other training, whether on campus or via the internet or other delivery methods, also may be required. The Associate Dean for Faculty Affairs may excuse an adjunct's attendance from orientation and training sessions in exceptional circumstances, but an adjunct's failure to attend or complete training may negatively impact the decision whether to hire the individual in future semesters.
12. **Policy Compliance:** Adjunct professors are expected to comply with established policies and procedures of The John Marshall Law School that pertain to their service. These include but are not limited to academic policies (such as grading deadlines, grading curves, administration of exams, and the like) and general institutional policies (such as equal opportunity and nondiscrimination, sexual harassment, privacy of student records, and conflict of interest).
13. **Emergency:** If an emergency arises close to the start of or during a semester and no approved adjunct or member of the full-time faculty is available to teach, the Dean, Associate Dean for Academic Affairs, and the Chair of the Adjunct Faculty Committee may collaborate to adjust the hiring and training procedures to ensure that the course may continue with a high-quality teacher.

## **B. Service and Renewal**

1. **Supervision:** The Associate Dean for Faculty Affairs supervises all adjuncts, and adjuncts report directly to the Associate Dean for

Faculty Affairs. The Associate Dean for Faculty Affairs may delegate some supervisory responsibility to the Chair of the Adjunct Faculty Committee and to Directors of Centers, Clinics and Programs.

2. **Term of service:** Adjunct professors serve on a semester-by-semester basis. Each appointment expires, without further notice, at the end of the semester for which the adjunct was hired. There is no guarantee that an adjunct professor will be rehired for any given semester. An adjunct professor should not assume he or she has been hired for a given semester until the Dean issues a written contract for that semester. Even after a written contract has been issued, a course may be cancelled for inadequate enrollment, financial exigency, or other reasons permitted by law or policy.
3. **Teaching load:** An adjunct professor normally will teach only one course per semester. Most adjuncts teach only one time each academic year. Adjuncts teaching seminars and skills courses normally will teach no more students than a full-time faculty member would if teaching that category of course. Adjuncts also may be hired to supervise or co-supervise clinics and externships.
4. **Compensation:** Compensation is set by the Dean and most typically is paid per credit hour taught. Compensation generally is reduced on a pro-rata basis when multiple instructors team-teach a course. The Associate Dean for Faculty Affairs will review compensation with finalists for adjunct positions, and the exact compensation will be included in the written contract. Adjunct professors are subject to applicable federal tax withholding, but are not eligible for benefits such as health insurance, retirement contributions, tuition exchanges or waivers for dependents, or other benefits normally associated with regular-employee status. Individuals with regular-employee status but who are also retained as adjunct professors are eligible for benefits through their full-time employee position, not their adjunct professor position. With prior arrangements, adjunct professors may arrange for compensation to be paid to his or her employer or firm. Adjunct professors may also choose to donate their compensation to a scholarship or other charitable fund at The John Marshall Law School.
5. **Auditing classes:** An adjunct professor who is currently teaching at The John Marshall Law School; or who taught a course in the preceding semester or summer session, may audit, at no cost, one law course a semester, if the professor teaching the course approves and the course is not full.

6. **Title and use of title:** Adjunct faculty who teach a regularly scheduled course or supervise clinical or internship programs will hold the title “Adjunct Professor of Law.” This title will terminate two calendar years after the last examination day of the semester in which the individual last taught at The John Marshall Law School. Thus, if an adjunct taught during the Fall 2016 semester, in which final examinations ended on December 14, 2016, but did not teach during 2017 or 2018, he or she would hold the title of Adjunct Professor of Law until December 14, 2018. This period may be shortened if The John Marshall Law School provides written notice to the individual that his or her status as an Adjunct Professor of Law has been terminated.
7. **Status and voting:** Adjunct professors are not on the tenure track, and may not earn or be granted tenure. Adjunct professors do not have any faculty voting rights.
8. **At-Will Status:** Adjunct professors are at-will and may be terminated at any time for any reason including during the course of a semester, as determined by the Associate Dean for Faculty Affairs in consultation with the Dean. The adjunct professor’s remedy, if any, is limited to the balance of that semester’s contract.
9. **Observations:** During the course of a semester, the Dean, the Associate Dean for Faculty Affairs, or another member of the full-time faculty may observe the adjunct teach. The observer may give notice of the visit, but notice is not required. The observer should endeavor to provide constructive feedback to the adjunct and to provide to the Dean or Associate Dean a written evaluation that can be considered when deciding whether to hire the adjunct for subsequent semesters.
10. **Subsequent appointments:** The Associate Dean for Faculty Affairs will recommend to the Dean whether to rehire an adjunct professor. The appointment may be for the same course the adjunct taught in an earlier semester, or for a different course. The decision to rehire will be based on all relevant factors, including curricular needs; the adjunct’s availability to teach at the times and on the campus at which the course is needed; diversity; available financial resources; student and faculty evaluations and feedback; quality of teaching and academic assessment; participation in and timely completion of training; responsiveness to suggestions and feedback from deans and faculty; and compliance with policies and procedures. An adjunct faculty member does not have an automatic right to teach a course in

subsequent semesters, regardless of length of service, positive reviews, or other factors.

11. **Feedback and evaluation:** For returning adjunct professors, either the Associate Dean for Faculty Affairs, the Chair of the Adjunct Faculty Committee, or the supervising clinic, center, or program director will meet with the adjunct to provide meaningful feedback that the adjunct can use the next time he or she teaches. Feedback will include a discussion of student evaluations, any concerns about the adjunct's performance, assessment tools and techniques, and ideas about how the adjunct can continue to improve as a teacher and member of our academic community.

*Adopted by Faculty:* April 13, 2017

*Effective:* June 1, 2017