



Office of the Vice President for Administration

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June 15, 2017

Mr. Allan Blutstein
Vice President, FOIA Operations
America Rising
1500 Wilson Blvd., 5th Floor
Arlington, VA 22209

RE: FOIL Request

Mr. Blustein:

This letter is in response to your Freedom of Information Law request dated June 9, 2017 via email.

Per your request for information regarding **Tedra L. Cobb, English as a Second Language Instructor from 2011 to 2012**, we have the following information:

Instructor Cobb was employed as an Adjunct Instructor from 7/7/2011-8/4/2011 and earned \$3,000 for that service. She was also employed as an Adjunct Instructor from 7/5/2012 – 8/2/2012 and earned \$3,000 for that service. Included is an official SUNY job description for the rank of Adjunct. Performance evaluations are not completed on Adjunct Instructors so that is not included.

You may appeal this determination in writing within 30 days to:

Kellie J. Dupuis
FOIL Appeals Officer
State University of New York
State University Plaza
Albany, NY 12246

Sincerely,

A handwritten signature in black ink that reads "Shawn K. Miller".

Shawn K. Miller
Vice President for Administration
Records Access Officer



The State University
of New York

HUMAN RESOURCES / CLASSIFICATION/COMPENSATION / UNCLASSIFIED SERVICE TITLES/DESCRIPTIONS / OTHER
/ ADJUNCT RANK TITLES

Adjunct Rank Titles

Adjunct Rank Titles

These titles are in the unclassified service and in the SUNY Professional Services Negotiating Unit Benefits eligibility depends upon the number of courses appointees are assigned to teach.

Part-time academic employees are usually appointed initially to temporary appointments in which they serve at the pleasure of the appointing authority. Adjuncts may be appointed to term appointments as well and such a term appointments are required following the completion of six consecutive semesters.

Usually adjuncts are appointed to teach one or two courses per semester and they are usually paid on a biweekly basis.

Appointments should be made to the adjunct title/rank that is appropriate to the adjunct's credentials as if the adjunct were being appointed as a regular full-time member of the academic staff. For example, if the adjunct has a Ph.D. in the discipline to which s/he is being appointed, and at the appointment campus the Ph.D. would qualify him/her for appointment as a full-time Assistant Professor, then the appropriate adjunct appointment title would be Adjunct Assistant Professor.

[Adjunct/part-time service by definition is "qualified academic rank" and does not count towards tenure even if the adjunct subsequently obtains full-time academic rank status.]

Note: Only adjuncts serving on term appointments may elect to participate in SUNY's optional retirement program.

Preferred Qualifications:

Usually a minimum of a master's degree with a Ph.D. preferred. Degree requirements vary depending upon the type of campus, the discipline, and the particular expertise required to meet curricular needs.

[←pBack to Professional Service Titles "Instruction" List](#)

Human Resources
