



**Adjunct Faculty Assignments**

**1-005  
Academic Affairs**

**1.0 POLICY**

- 1.01 All adjunct employees must be verified by Human Resources and must fill out appropriate paperwork as well as present appropriate employment verification.
- 1.02 Adjunct work is not guaranteed; low enrollment can result in the cancellation of classes. In addition, courses assigned to adjuncts can be reassigned to full-time faculty members who need to satisfy their teaching load.
- 1.03 All adjunct appointments shall be semester-by-semester as determined by deans, or his/her designee, of individual colleges.
- 1.04 Adjuncts cannot be assigned to teach a course until official transcripts have been received by the Office of Academic and Student Affairs.
- 1.05 All adjunct employees must meet our faculty credentials for each course that he/she is assigned. Deans, or his/her designee, are responsible for validating credentials prior to hiring adjuncts.
- 1.06 Demonstration of appropriate qualifications to teach the course(s) for which they are hired. Instructors possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach.
- a. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield.
  - b. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
- 1.07 Adjuncts must respond to the university's assignment letters within five business days sent by the department chair or dean.
- 1.08 Adjuncts cannot teach more than 11 credit hours per semester.
- 1.09 Consideration for payment:
- a. Courses taught are paid per credit hour at the current rate.

- b. The payment schedule is as follows:
  - Fall: Four equal payments beginning the last working day of the month in September and ending the last working day of the month in December.
  - Spring: Four equal payments beginning the last working day of the month in February and ending the last working day of the month in May.
- c. Courses must have a minimum of ten students.
- d. Courses with less than ten students will be evaluated by the Vice-President of Academic and Student Affairs. Faculty teaching these classes could receive a prorated salary.
- e. A course can be combined with another course to receive full payment as one class if less than 10 students are enrolled in both courses.
- f. Classes that are offered simultaneously will be considered one class for the purpose of payment. This also refers to cross-listed courses.

## Policy History

Latest Revision: November 2023

First Adopted: May 2005

Revision History: February 2023; November 2023