
Policy #2104**Title: Adjunct Faculty****Date of Current Revision: October, 2008****Responsible Officer: Provost and Senior Vice President for Academic Affairs**

1. PURPOSE

This policy is designed to provide for the appointment of adjunct faculty members. The university recognizes the contribution made to the successful accomplishment of the mission of the institution by the dedicated group of faculty members who teach on an adjunct basis.

2. AUTHORITY

The Board of Visitors is authorized to enact personnel policies for all employees of the university. Where the Board has not exercised this authority, it is delegated to the President.

3. DEFINITIONS**Adjunct:**

The title given to a person who teaches at the university on a limited, special or provisional basis, but performs no other duties. Adjunct faculty members are qualified individuals hired for limited or special teaching assignments, such as teaching particular courses or sections and they do not serve generally as members of the full- or part-time teaching and research faculty. Adjunct faculty members are often employed on a single semester or summer session basis, with no legitimate expectation of continuation. They have no duties other than teaching, and are not eligible for benefits. Adjunct status may be granted in limited other circumstances by the Provost and Senior Vice President for Academic Affairs.

4. APPLICABILITY

This policy applies to all adjunct faculty members at the university.

5. POLICY

The Provost and Senior Vice President for Academic Affairs (PVPAA) may grant adjunct status to individuals employed by the university strictly in a teaching appointment for a limited time, such as a semester. The PVPAA may also grant adjunct status to an individual in appropriate circumstances without using the procedures outlined in this policy, to individuals who serve the university in a significant capacity without compensation.

6. PROCEDURES**6.1 Eligibility**

The conditions for appointment as an adjunct faculty member at the university are as follows:

- (1) The individual has academic or other qualifications which could qualify the individual for appointment as a full- or part-time faculty member at the rank of Instructor or higher, or
- (2) The individual brings a special expertise or honor to a program or academic unit, but does not have the traditional academic qualifications to teach at the university.

6.2 Rank

The rank of Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Lecturer, or Adjunct Instructor will be given to the faculty member commensurate with the academic qualifications and professional experience of the individual, and should be specified in the appointment letter.

6.3 Duration of adjunct appointment

Adjunct appointments are generally for a single semester, and will be made for and reviewed at periods of time as specified by the Academic Unit Head or other academic administrator on the Personnel Action Request (PAR) form (see Appendix A) and the appointment letter. Adjunct status and employment by the university may be removed at the discretion of the university at any time.

6.4 Effect of adjunct appointment

Time spent in an adjunct appointment will not be counted toward the award of tenure, and adjunct faculty members are not eligible for tenure. Service in the adjunct rank does not constitute a guarantee of future employment at the university.

6.5 Procedures for appointment

Proposals for appointments to adjunct faculty are made by the appropriate academic unit head ("AUH") to the dean of the college. The dean approves the adjunct appointment and reports the appointment to the Provost and Senior Vice President for Academic Affairs ("PVPAA"). The AUH's recommendations to the dean must contain a full description of the qualifications of the individual and the justification for adjunct status, as well as a description of the teaching assignment for the adjunct faculty member. The dean's decision on adjunct status is subject to final approval by the PVPAA.

6.6 Appointment

If the dean approves the appointment, the AUH will be notified. The AUH will then notify the new adjunct faculty member of the appointment in a letter, which must be signed and returned to the university by the adjunct faculty member to accept the appointment. Adjunct faculty members are generally not hired using formal contracts. The AUH notification will include the notice that the appointment is subject to final approval by the PVPAA, but such final approval is not necessary prior to the start date. The AUH is responsible for all of the hiring procedures, including initiation of the Personnel Action Request (PAR).

6.7 At-will status

An adjunct's status is at-will employment with the university. The employment of an adjunct faculty member may be terminated at any time by the university, for any reason.

6.8 Pay status

Adjunct faculty members are generally paid by the class or on a salaried basis. The method and rate of pay must be specified in the appointment letter, and must follow university guidelines.

6.9 Assignments and responsibilities of adjunct faculty member

The teaching responsibilities of an adjunct faculty member are assigned by the AUH or other academic administrator and should be specified in writing in the appointment letter. Only teaching responsibilities are to be assigned to an adjunct faculty member.

6.10 Privileges of adjunct faculty member

Privileges of an adjunct faculty member include:

- Listing in the General Catalog and the Graduate Catalog, if the adjunct teaches graduate level classes.

- Assignment of a JAC card, use of the Library and other University facilities (other than computer resources, use of which is limited and will require special permission) upon the same basis as that enjoyed by full or part time faculty members.
- Participation in scheduled University activities, events, and meetings upon the same basis as full or part time faculty members.
- Eligibility to purchase parking passes, on the same basis as part-time faculty.

Adjunct faculty members are not eligible for regular employment benefits granted to full-time or eligible part-time faculty members other than those listed here.

7. RESPONSIBILITIES

The academic unit heads are responsible for recommending appropriate individuals for adjunct status, assigning duties, and filling out the proper paperwork to appoint an adjunct faculty member, including the letter of appointment and PAR form.

The deans are responsible for reviewing and approving the appointment of adjunct faculty members, and of sending notification to the PVPAA on any adjunct appointments to their colleges.

The PVPAA is responsible for final approval of adjunct status to appropriate individuals.

8. SANCTIONS

Failure to follow the terms of this policy may subject the individual to appropriate sanctions, up to and including termination.

9. EXCLUSIONS

Individuals who are hired to perform duties other than teaching may be hired as part-time or full-time faculty members, but are generally not eligible to be adjunct faculty members.

10. INTERPRETATION

The authority to interpret this policy rests with the President, and is generally delegated to the Provost and Senior Vice President for Academic Affairs.

Previous Version: June, 2005

Approved by the President: October, 2008.

Index Terms

Adjunct faculty