Part-Time Adjunct Faculty Appointments

Policy Statement

Adjunct faculty are part-time faculty members hired to teach specific courses; supervise practicums, clinicals, or field experiences; work on grants or contracts; or serve in other academic capacities based solely on the needs of the University. Eastern Kentucky University recognizes the contributions adjunct faculty make to the successful accomplishment of the educational mission of the institution. In light of this recognition, this policy outlines the procedures that govern the search process, appointment, and conditions of employment for adjunct faculty. The goal of the policy is to assure a high quality of instruction by individuals with appropriate credentials and experience.

Adjunct faculty are appointed on a semester-to-semester basis. Such appointments are approved only when there is a demonstrated need and available funding. Adjunct faculty members are not eligible for, nor do they accrue, any credit toward academic tenure.

Adjunct faculty are expected to adhere to University policies. When hiring adjunct faculty, Eastern Kentucky University adheres to the credential requirements in Policy 4.6.1, Determining Qualifications for Faculty Teaching Credit-Bearing Courses.

Entities Affected by the Policy

- Colleges
- Departments
- Part-Time Adjunct Faculty
- Academic Affairs

Procedures

**Hiring Procedures**
The following procedure should be followed for hiring adjunct faculty.

1. **Department Chairs** will post adjunct faculty positions via the Human Resources-approved mechanism.
2. **Departments** shall use appropriate search procedures to select candidates to hire.
3. **Human Resources** will facilitate background checks on new adjunct faculty once a candidate is selected for hire.
4. Once departments have been notified by Human Resources that a candidate has successfully completed the background check, a contract may be initiated for the faculty member. **Chairs** shall send the completed contract to their **Dean** for final signature prior to submission of the contract to Human Resources.

**Workload**
Adjunct faculty may be hired for a maximum of nine (9) credit hours or the equivalent in the fall, spring, and summer semesters and a maximum of three (3) credit hours for the winter term. The maximum load includes all workload assignments at EKU.
Compensation and Benefits
After the Board of Regents approves the budget, the Provost will communicate with the Deans the minimum salary scale for the upcoming academic year. The salary for adjunct faculty is based on the EKU compensation guidelines. The compensation for dual credit instructor who are also employed by a school system will be different from the normal EKU compensation guidelines. Adjunct faculty are not eligible for University benefits. Deans are responsible for the distribution of adjunct funds allocated to their units.

Orientation
All first-time adjunct faculty must participate in an Adjunct Faculty Orientation prior to the beginning of the semester in which they teach. It is expected that adjunct faculty who cannot attend an orientation will meet with the Department Chair (or designated representative) before the assigned course(s) begins.

Instructional Expectations and Availability to Students
Adjunct faculty are expected to ensure that course content addresses the student learning outcomes for the course. Further, adjunct faculty are expected to meet classes at the scheduled class time, in the scheduled location, and for the scheduled length of time. For each three-credit-hour class (or equivalent), adjunct faculty are expected to be available to students at least two hours each week in addition to normal classroom instruction.

Class Assignments
Classes are assigned based on the needs of the Department and program.

Senior Adjunct Faculty
Adjunct faculty may apply on a yearly basis to be appointed as Senior Adjunct Faculty after 1) ten continuous semesters (at least two semesters in a calendar year) at EKU or 30 classes over any time period at EKU, 2) demonstration of excellence in teaching and other assigned duties, as described above, and 3) attainment of other criteria as determined by the Department.

Senior Adjunct Faculty are eligible for the following, based on the needs of the Department and the availability of funding:
1. Request schedule preference
2. Apply for professional development funds from the Department

1. Each June, the Provost and Vice President for Academic Affairs shall call for the colleges to identify their part-time faculty needs for the upcoming academic year.
2. No later than July 1 of each academic year, the Provost shall place advertisements in the appropriate local and regional newspapers for part-time faculty needed for the upcoming academic year. Potential applicants will be instructed to submit academic credentials to the appropriate dean or department chair. Additional advertisements may be placed as needed.
3. Department chairs, with appropriate faculty involvement, shall be responsible for the review of credentials, interviewing prospective part-time teachers, and making recommendations to the college dean. Part-time faculty must meet the faculty qualifications as specified in Policy 4.6.1.* Part-time faculty must submit official transcripts for review by department chairs and the dean. The official transcript shall be kept on file in the office of the appropriate dean.**
4. Department chairs shall submit recommendations for hiring part-time faculty to the academic dean. If the academic dean approves the recommendations, he/she shall forward them to the Provost with his/her recommendations.
5. If the Provost concurs with the recommendations, and if all conditions as specified in the “Terms of Employment” are met, he/she shall forward the names to the Director of Human Resources for distribution.
6. Beginning with the Spring 1991 semester, all first-time part-time faculty are required to attend a Part-Time Faculty Orientation Program at University expense prior to the beginning of the semester in which they teach. Exceptions to this policy must be approved by the dean of the college which offers the course. It is expected that those part-time faculty granted exception to this policy will meet with the department chair (or designated representative) before the course being taught begins.
7. The Part-Time Faculty Orientation Program shall be evaluated annually. This evaluation shall include, but not be limited to, evaluation questionnaires completed by the part-time faculty who
attend the program. The results of this evaluation shall be used to modify and improve the orientation program.

8. Part-time faculty are subject to the student evaluation of instruction in the same manner as full-time faculty. Department chairs are responsible for seeing that the student evaluations are used in the overall evaluation of the part-time faculty member. (Policy 4.6.14 may supersede #8)

9. For each three credit hour class (or equivalent), part-time faculty are expected to be available two hours each week for scheduled student-faculty conferences.

10. The “Terms of Employment” for part-time faculty should normally be signed by the part-time faculty member before the first class period. The completed form shall be submitted to the Provost and Vice President for Academic Affairs.

*Original text read: “...as specified in the Criteria for accreditation for the Commission on Colleges.”

**Original text read: “in the Office of Academic Affairs and Research.”

### Responsibilities

#### Adjunct Faculty

Adjunct faculty are responsible for:
- Participating in an Adjunct Faculty Orientation
- Being available to their students at least 2 hours each week in addition to normal classroom instruction
- Ensuring that course content addresses the student learning outcomes for the course
- Meeting classes at the scheduled time and place and for the scheduled length of time

#### College Dean

Deans are responsible for:
- Ensuring that the qualifications of adjunct faculty adhere to Policy 4.6.1

#### Department Chair/Unit Head

Department Chairs/Unit Heads are responsible for:
- Ensuring that the qualifications of adjunct faculty adhere to Policy 4.6.1
- Facilitating the hiring of adjunct faculty
- Promoting collegiality that includes adjunct faculty

### Definitions

#### Adjunct Faculty

Adjunct faculty are faculty employed part-time by the University primarily for instruction. Adjunct faculty may include, but are not limited to, persons in the Retirement Transition Program, facilitators for online courses, dual credit instructors, and administrators or staff.

#### Administrator

An administrator is a University employee who primary responsibility is not instruction and whose workload is less than 50% instruction.

#### Facilitator

A facilitator is considered a secondary instructor and, as such, may not be an instructor of record for the course. Facilitators are under the direct supervision of a primary instructor.

### Interpreting Authority

Senior Vice President for Academics and Provost

### Relevant Links

Policy 4.6.14, Evaluation of Part-Time Faculty
Policy 4.6.1, Determining Qualifications for Faculty Teaching Credit-Bearing Courses

Draft February 14, 2016
## Policy Adoption Review and Approval

### Policy Revised

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### Policy Issued

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