



#### 4.6.13P

Volume 4, Academic Affairs

Chapter 6, Faculty Appointments and Evaluation

Section 13, Adjunct Faculty Appointments

Approval Authority: Board of Regents

Responsible Executive: Senior Vice President for Academics and  
Provost

Responsible Office(s): Office of Academic Affairs, Colleges,  
Departments

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## 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
- 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 to 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.

## 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

<b>Adjunct Faculty</b>	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.
<b>Administrator</b>	An administrator is a University employee whose primary responsibility is not instruction and whose workload is less than 50% instruction.
<b>Facilitator</b>	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

## Policy Adoption Review and Approval

### Policy Revised

<u>Date</u>	<u>Entity</u>	<u>Action</u>
<b>June 20, 2016</b>	<b>Board of Regents</b>	<b>Adopted</b>
May 23, 2016	President Benson	Approved
May 4, 2016	Provost Council	Approved
April 4, 2016	Faculty Senate	Approved

### Policy Issued

<u>Date</u>	<u>Entity</u>	<u>Action</u>
<b>August 10, 1991</b>	<b>Board of Regents</b>	<b>Adopted*</b>