

Policy Number/Title:	2.2.03 Adjunct (Part-time) Faculty, Definition, Duties and Responsibilities
Effective Since:	04/15/2021
Last Revision Approved:	04/15/2021
Responsible Office:	Academic Leadership Council; Academic Affairs

1. Scope:

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2. Definitions:

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3. Policy:

Definition of Adjunct Faculty

Adjunct Faculty are hired on a part-time basis and for a fixed-term (e.g., one semester, one year) to teach one or more courses or to conduct a series of lectures. A faculty member at this rank is not eligible for tenure. Terms such as Adjunct Instructor, Adjunct Artist-in-Residence, or Adjunct Associate Professor are used to indicate the type of appointment and level of expertise.

An Adjunct Faculty member is required to hold at least a master's degree in a related discipline and have sufficient course work in the discipline or to have professional achievements that the University recognizes as sufficient for granting an appointment at this rank.

At the time of appointment, an Adjunct Faculty member should demonstrate a potential for, or offer evidence of effective Student Intellectual Development activities and a commitment to those expectations within academic responsibility that are requirements for all faculty (e.g., adherence to academic policies, participating in the collection of assessment data necessary for course and program evaluation). Throughout the time at this rank, the faculty member should develop more advanced skills in the area of Student Intellectual Development and demonstrate a consistent record of academic responsibility.

4. Procedures:

Expectations for Adjunct Faculty

Adjunct faculty, part-time appointments, are expected to adhere to all policies and procedures expected of University employees as well as the following procedures:

- Submit to the appropriate dean to a complete resume and transcript showing the highest degree earned and meet specific College qualifications. These documents must be submitted prior to the appointment process.
- Attend any College orientation sessions.
- Distribute to each student at the first class meeting a written course syllabus as outlined by University policy and College policy. A copy of the syllabus must be submitted electronically to the appropriate department chair or College dean at the beginning of each semester.
- Present course content as announced to students and as approved by the faculty.
- Meet all assigned classes or make appropriate alternative arrangements for the class when an absence is unavoidable. Alternative arrangements must be approved by the department chair.
- In all sections taught, administer College or department student evaluation forms and any additional assessment instruments required by the University.
- Submit to evaluation by the appropriate program director or department chair.
- Schedule regular office hours (in-person or virtual) and be available to students, as appropriate.
- Award academic credit based on the professional evaluation of students academic performance.
- Observe the policies and procedures of the department, College, and the University.
- File an annual report that provides evidence of progress and involvement that is responsive to feedback and meets expectations of rank.

5. Resources:



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6. History of Revisions:

04/15/2021	Minor Revisions
09/01/2018	Minor Revisions
04/01/2011	Policy first established

7. Approvals:

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: