

## POLICIES CONCERNING ADJUNCT FACULTY

The University recognizes the benefit both to the University and to students of instruction by adjunct faculty. The university also recognizes that it cannot develop or maintain quality programs using only adjunct faculty. Therefore, the University will limit its employment of adjunct faculty to no more than 25% of the credit hours produced by a department except in compelling circumstances.

### A. Recruitment and Selection of Adjunct Faculty

1. Positions for adjunct faculty will generally be advertised in local or area newspapers.
2. Academic departments that have a need for adjunct faculty will establish an "adjunct faculty applicant pool" for their department. This pool should be established in advance of anticipated needs and maintained with current applicants that are available for teaching duties. When the need arises for an adjunct faculty member, an offer of employment will be made to a member of the "adjunct faculty applicant pool."
3. Advertising for adjunct faculty positions, processing of applications, and the selection of adjunct faculty will follow the steps listed below:
  - a. Department chairs take the necessary action to plan for and anticipate the need for adjunct faculty.
  - b. Requests to fill anticipated adjunct faculty needs, including suggested advertising copy and recommended publications for advertising, should be forwarded through the appropriate dean to the Vice President for Academic Affairs and Provost according to the following dates:
    - (a) Fall Semester      March 1
    - (b) Spring Semester    October 1
    - (c) Summer Sessions    March 1
  - c. The Vice President for Academic Affairs and Provost finalizes the anticipated need for additional adjunct faculty and forwards a list to the Office of Human Resources requesting that the positions be advertised. The Vice President for Academic Affairs and Provost also coordinates with the Office of Human Resources and the Director of the Office of Diversity and Institutional Equity in determining publications to be used for advertising and recommending changes to the suggested advertisement(s). If changes in either suggested publications or suggested advertising copy are recommended, these recommended changes should be discussed with the appropriate dean and department chair prior to

proceeding. The VPAA is the final authority in these matters when disagreements occur.

- d. Once agreement is reached on publications for advertising and the content of the ad copy, the Office of Human Resources takes the following actions:
  1. advertises the positions,
  2. accepts applications through the online employment system, and
  3. maintains a file on adjunct positions by department.
- e. Applications are made available through the online employment system.
- f. The department chair does an initial screening of applications for minimum qualifications and will endeavor to interview all qualified applicants. It is recommended that the chairs consult with appropriate faculty members teaching in the proposed adjunct area. The faculty may be consulted at both the initial screening stage as well as at the point when selections from the pool are made.
  1. All adjunct faculty are required to meet Southern Association of Colleges and Schools standards which require at least the master's degree and 18 graduate semester hours in the teaching field.
- g. The department chair, after consultation with the departmental faculty, where possible, will submit recommended applicants to the appropriate dean through the online employment system.
- h. Through the Online Employment System, the dean forwards recommended additions to the pool of adjunct faculty to the Vice President for Academic Affairs and Provost.
- i. Through the Online Employment System, the Office of Human Resources receives notification when persons are approved for the adjunct faculty pool by the department chair, dean, and Vice President for Academic Affairs and Provost. The Online Employment System generates e-mail notifications to those persons approved for the adjunct pool.
- j. When a need arises to employ adjunct faculty, the department chair, after consultation with the departmental faculty, where possible, will recommend employment of an approved candidate from the pool to the VPAA through the dean.
- k. The Vice President for Academic Affairs and Provost will sign the letter of employment and forward it to the Office of Human Resources. Upon receipt of the letter of employment, the Office of Human Resources will call the appointee and ask that person to come in to sign the letter of employment and complete all necessary paperwork, e.g., I-9 form, tax forms, etc.

B. Employment of Adjunct Faculty

1. For first-time employment of adjunct faculty, the department chair should submit to the college dean a Personnel/New Hire Action Form and a Faculty Credentials Certification Form. The college dean should endorse the request and send it to the Vice President for Academic Affairs and Provost. Subsequent employment will be made by an Electronic Personnel Action Form. For adjunct faculty, no interview is required at the Vice President for Academic Affairs and Provost level or higher. If it is the first time that this person has been employed at UNA, a vita and official transcripts for bachelor's, master's, and doctoral degrees as well as any coursework in support of faculty credentials is required and should be uploaded to the Online Employment System. The Office of the Vice President for Academic Affairs and Provost will keep vitae and transcripts on file.
2. All adjunct faculty will be employed using the UNA salary scale for adjunct faculty.
3. Any offer of adjunct appointment will be for one semester only, renewable according to the needs of the University.
4. Adjunct faculty who teach at least one course for the University of North Alabama and travel specified distances to the University exclusively for the purpose of teaching a course are eligible for a travel allowance each fall and spring semester. Those who travel less than 50 miles to the University will not receive a travel allowance. Adjunct faculty who travel 50 to 74 miles to the University will receive \$1,000 per semester, those traveling 75 to 119 miles will receive \$1,500, and those traveling 120 miles or more will receive \$2,000 per semester. Department chairs who employ adjunct faculty members for more than one course should try to schedule courses on the same day of the week to minimize faculty travel costs, although no faculty will receive more than the specified \$1,000, \$1,500, or \$2,000 per semester. The travel allowance for a full summer term would be equivalent to the fall or spring allowance. The travel allowance for the June or July summer sessions would be half of the regular semester allowance.
5. After review and approval of the employment request, adjunct faculty members hired for the first time will receive an employment letter signed by the Vice President for Academic Affairs. This letter will include:
  - a. a list of courses that person will teach,
  - b. the salary for that semester,
  - c. an indication of when salary payments will be made,
  - d. a notice that the class and employment will be canceled if the enrollment of students in the class listed is insufficient,
  - e. a notice that the only fringe benefit offered to adjunct faculty is a remission of course hour fees benefit, on a space available basis, equal to six semester hours of coursework per semester, and

- f. a deadline for the Vice President for Academic Affairs and Provost to receive a written response to the employment letter.
  - g. Subsequent employment will be made by an Electronic Personnel Action Form.
- C. Adjunct Faculty Supervision, Performance Expectations, and Evaluation
- 1. The department chair will arrange an orientation session for new adjunct faculty.
  - 2. Office space or an area will be provided when appropriate and available so that the adjunct faculty member can be available to students.
  - 3. Each adjunct faculty member will have access to on-campus mail through the departmental post office box.
  - 4. Adjunct faculty members, when hired, are provided with written instructions for obtaining a parking permit from University Police.
  - 5. Adjunct faculty members, when appropriate, will establish, post, and/or distribute to students a listing of office hours based on departmental guidelines.
  - 6. For each class taught, the adjunct faculty member must develop a syllabus for the course. This syllabus must be handed out to the students during the first or second class period and be on file in the department chair's office. If the faculty member is teaching one section of a multiple-section class, he or she may wish to use a common syllabus that other faculty are using.
  - 7. Adjunct faculty members should be informed of any departmental regulations in relation to grading, and these regulations should be followed.
  - 8. The department chair must emphasize that grades must be turned in according to the university schedule at the end of the semester. It is the department chair's responsibility to see that this grading schedule is made available to each adjunct faculty member.
  - 9. Adjunct faculty are to be evaluated by students using the standard student evaluation form for faculty for that department. In addition, adjunct faculty will be evaluated by the department chair according to guidelines set by each college. Results of these evaluations will be shared with the adjunct faculty member in a timely fashion, retained in the department chair's office for six years following the employee's separation from the University (three years for student evaluations), and considered in future employment agreements with the faculty member.
  - 10. Adjunct faculty are invited but not required to attend general university faculty meetings. It is the department chair's responsibility to determine if the adjunct faculty members should attend departmental faculty meetings.

11. Adjunct faculty do not hold voting rights within the department or college in relation to promotion, tenure, or employment of faculty decisions.
12. It is the adjunct faculty member's responsibility to notify the department chair of an interest to continue to be considered for adjunct appointment since each semester requires a new letter of employment.
13. The Vice President for Academic Affairs and Provost, in consultation with the dean, is authorized to make limited exceptions to this policy.