

ADJUNCT FACULTY SELECTION AND APPOINTMENT

OBJECTIVE: TO CONSISTENTLY ASSESS THE NEED FOR, HIRING, AND TRACKING OF ADJUNCT FACULTY.

REQUEST

At least one month prior to the beginning of each semester, the chair will request in writing from the Dean approval to hire an adjunct faculty member, and include a vitae for the prospective adjunct. A justification will accompany this request and include a) the name of the prospective adjunct faculty member, b) course(s) to be taught, c) anticipated enrollment in these courses, and d) salary recommendation. Salaries for adjuncts will be paid from budget provided to each department for this purpose.

APPROVAL

The Dean will review these requests, and if in agreement, send a letter to the Provost requesting approval to hire the prospective adjunct faculty member. If approved by the Provost, the Dean will extend an offer in writing to the adjunct faculty member, and a written acceptance letter will be returned directly to the Dean.

The Dean's Office will then forward both the offer and acceptance letters to the Provost's Office.

FOLLOW-UP

Actual enrollment numbers no later than the second class meeting will be checked by the department to assure the headcount in each class is sufficient to offer the course; if not, the class may be canceled. Any payment for preparation of coursework must be negotiated with the department chair.

TERMINATION

Each department will remove adjuncts from the payroll by the last day of the month of each semester. If that person has been approved to teach as an adjunct faculty member the following semester, then he/she need not be removed. *However, it is critical that all adjunct faculty members be terminated by May 31 of a given year.*