

**GLENVILLE STATE UNIVERSITY POLICIES
PERSONNEL POLICY 25
ADJUNCT FACULTY**

25.1. General

- 1.1. Scope - This policy defines the role of adjunct faculty members at Glenville State University and, the conditions of their employment.
- 1.2. Authority – W.Va. Code §18B-7-6(a)
- 1.3. Effective Date - June 10, 2020
- 1.4. Revision of Former Policy – Repeals and replaces Glenville State University Personnel Policy 25 – Adjunct Faculty [2006].

25.2. Definitions

- 2.1. Adjunct Faculty means any part-time, temporary, non-tenure track faculty member hired to teach specific courses, supervise practicums or field experiences, work on grants or contracts, or for other academic purposes based solely on the needs of the University. Adjunct faculty may be remunerated employees or unpaid volunteers assigned a courtesy title.
- 2.2. “Full-time” for the purposes of this policy means faculty employed on a full academic year (at least nine months) contract basis and at 1.00 full time equivalency (FTE).
- 2.3. “Part-Time” for the purposes of this policy means faculty employed between 0.53FTE and 0.80FTE.
- 2.4. The definitions set forth in Glenville State University Board of Governors Policies 16, 17 and 18 apply to this policy unless otherwise indicated.

25.3. Conditions Governing Part-Time Faculty

- 3.1. The use of reasonable numbers of adjunct faculty is required for the effective and efficient delivery of instructional services. Adjunct faculty allow the institution to expand the breadth of course offerings at a manageable cost. Often adjuncts bring special credentials or experiences to the instructional faculty which could not be obtained through a full-time hire. The President and the Provost are responsible for maintaining a reasonable and appropriate balance in the utilization of full-time and adjunct faculty.
- 3.2. All adjunct faculty appointments shall be for specific periods of time. Adjunct faculty have no employment rights beyond the appointment terms. Adjunct faculty members are not eligible for,

nor do they accrue, any credit toward academic tenure. No number adjunct faculty reappointments shall create any presumption of a right to continued employment beyond to the terms of the appointment or to an appointment as tenure-track or tenured faculty member.

3.2.1. Adjunct faculty appointments may not exceed 0.80 FTE. Adjunct appointments between 0.53FTE and 0.80FTE may be eligible for certain benefits-depending upon state and federal law and University policy related to the benefit type.

3.3. Adjunct faculty are subject to all West Virginia Higher Education Policy Commission and University rules, regulations and policies governing faculty including but not limited to the appropriate sections of Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission, Series 9, and Glenville State University Board of Governors Policy 18, including but not limited to Section 2 of both.

3.4. Adjunct faculty may be assigned faculty ranks in accordance with Glenville State University Board of Governors Policy 18 Section. 3. Adjuncts are not eligible to apply for promotion or tenure.

3.5. The University shall provide each adjunct faculty member with the support it determines to be necessary for the execution of the appointee's duties, which may include access through the University's website, library use or electronic resources, including the following:

3.5.1. Information on University and Department policies, requirements, and goals for each course, along with access to examples of past course syllabi (if available) Official schedule of classes, including academic calendar and time frames of class meetings;

3.5.2. Assistance in the selection of textbook(s) for the course(s) and ancillaries for the text(s), if these are not already available;

3.5.3. A University email account along with access to on-campus computer facilities; and

3.5.4. For adjunct faculty teaching face-to-face classes on campus:

3.5.4.1. Telephone or other voice access, appropriate;

3.5.4.2. Necessary office supplies;

3.5.4.3. Copying services for course materials; and

3.5.4.4. Appropriate space for meeting with students during scheduled office hours.

3.6. Adjunct faculty members will receive a written agreement that specifies the appointment is a non-tenure, track, temporary, part-time appointment. In compliance with the Affordable Care Act, adjunct faculty contracts will outline any work assignments, including teaching, non-teaching,

service, and all other work to document the expected weekly hours of work for the assignment. Adjuncts may not accept any other University work assignments without prior approval from the Provost. Adjunct faculty written agreements will specifically include the following:

3.6.1. Assigned course load;

3.6.2. Any other services to be provided by faculty;

3.6.3. Employment term;

3.6.4. FTE;

3.6.5. Any standard language included in full-time faculty contracts that is also applicable to adjunct faculty; and

3.6.6. Compensation

3.7. Final implementation of adjunct employment agreement is subject to the enrollment of a sufficient number of students based on standards currently employed by the University. Two or more class sessions may meet before the University makes a final determination on the final implementation of all or a portion of an adjunct employment agreement.

3.8. Professional development opportunities for adjunct faculty shall be supported to the extent feasible, and may include invitations to departmental, school, University and external faculty development events.

3.9. Adjunct faculty members shall have appropriate academic qualifications and experience.

3.10. The University will provide adjunct faculty members with specific information about course content, syllabi, methodologies, and expected learning outcomes for students.

3.11. Adjunct faculty members will be evaluated by their peers and students in accordance with procedures established by the Provost, designee or other University procedure or Glenville State University Board of Governors Policy.

3.12. Adjunct faculty may be included in the planning of academic activities whenever possible, in order to ensure their understanding of the academic mission and goals of the unit and the context of their role therein.

25.4. Balance Between Full-time and Part-time/Adjunct Faculty

4.1. Glenville State University will maintain an appropriate balance between full-time and part-time faculty that is consistent with the campus mission.

4.2. The number of adjunct faculty should not exceed the national average for institutions like Glenville State University, as determined by US Department of Education data.

25.5. Reporting of Data

5.1. The University will report the number of part-time and other adjunct faculty to the Higher Education Policy Commission periodically, as requested.

25.6. Delegation

6.1. The Board of Governors delegates to the President and/or Provost the authority to adopt additional internal policies and procedures to effectuate the implementation of this Board of Governors Policy or in furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this Policy. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.