

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-14

RULE ON ADJUNCT FACULTY

Section I. General.

- 1.1. The Board of Governors of Marshall University recognizes the importance of an appropriate cadre of faculty that provides continuity in high-quality instruction, advising, scholarly and creative activities, and service.
- 1.2. The Board also recognizes that significant contributions to the institution's mission can be made by faculty members who may fill part-time roles for a variety of reasons.
- 1.3. This policy defines the role, conditions of employment, and appropriate assignment of adjunct faculty members at Marshall University.
- 1.4. AUTHORITY: W.V. Code §18B-1-6, 18B-1B-4 and 18B-7-6. Also, 133C.S.R.4, §3.9 (HEPC Series 4, Rules, Guidelines, and other Policy Statements by Governing Boards).
- 1.5. Passage Date: October 31, 2019
- 1.6. Effective Date: December 3, 2019
- 1.7. Background: Replaces previous Policy 16 passed November 12, 2003. This version amended March 10, 2004 to change (from 3-4 to 6) the hours graduate adjunct faculty may teach without an overload. This policy was previously numbered as MUBOG Policy No. 16. The policy was updated to reflect current practices on October 31, 2019.

SECTION 2. DEFINITIONS.

- 2.1. "Adjunct (or part-time) faculty" refers to instructors who are employed to teach one or more courses, not to exceed seven (7) undergraduate credit hours or six (6) graduate credit hours, (or a combined total of not more than seven (7) credit hours) for a designated semester with no commitment on the part of the university for subsequent employment.
- 2.2. "Adjunct faculty" may also apply to unpaid volunteers with a courtesy title. These appointments may be for an extended period of time.
- 2.3. As it applies to the Joan C. Edwards School of Medicine (including in this

context the College of Health Professions) and its graduate and professional programs, “adjunct faculty” may also include “clinical adjunct faculty” who are exempt from the credit hour limitations contained in section 2.1 above.

SECTION 3. CONDITIONS OF EMPLOYMENT OF ADJUNCTS.

- 3.1. Adjunct faculty are subject to the appropriate sections of Higher Education Policy Commission Series 9, “Academic Freedom and Professional Responsibility,” and all relevant Marshall University policies.
- 3.2. Adjunct faculty must present evidence of competence in the particular course area(s) to be taught. Their qualifications should approximate those of full-time faculty members, i.e., terminal degrees, master’s degrees, or approximate experience.
- 3.3. The department chair or division head, with faculty input, recommends to the dean of the college qualified candidates for employment as adjuncts.
- 3.4. Adjunct faculty members must receive a written agreement assigning responsibility for course(s) or portions thereof to be taught, and/or other services to be provided; other conditions of employment; period of employment; compensation; and contingency factors.
- 3.5. Final implementation of the employment agreement with adjunct faculty is subject to the enrollment of a sufficient number of students, based on established university standards. As a result, two or more class sessions may meet before a final determination can be made. In the event that a course is cancelled due to insufficient enrollment, the adjunct faculty member will be compensated for the number of course meetings taught.
- 3.6. Availability to students outside class hours will be determined by the department chair or division head in consultation with the adjunct faculty member and may vary with the nature and location of the course(s).
- 3.7. Each college will establish appropriate procedures for evaluating adjunct faculty at the end of each semester. Deans are to report to the Chief Academic Officer (CAO) or to the Dean of the Joan C. Edwards School of Medicine as appropriate, on those adjuncts who receive an unsatisfactory evaluation, and to indicate what action will be taken.

SECTION 4. OVERLOADS FOR ADJUNCT FACULTY.

- 4.1. Permission for an adjunct faculty member to teach more credit hours than specified in section 2.1 will be granted in emergency situations only.
- 4.2. An adjunct will not be approved for an overload for two consecutive semesters.
- 4.3. This section applies to all Marshall University adjuncts teaching university courses (on-campus, off-campus, e-courses) except those whose salaries are paid by third-party contracts.
- 4.4. A department chair or division head seeking an overload for an adjunct faculty member must send a written request to the dean and, if approved, the dean forwards the request to the CAO for approval; for the Joan C. Edwards School of Medicine, the approval of the dean will be final

SECTION 5. REPORTING OF DATA.

- 5.1 Marshall will report to the Higher Education Policy Commission (HEPC) by November 1 of each year the number of adjunct faculty employed by the university. Subsequent reports to the HEPC will occur periodically, as requested.