



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number:	SCP-2250
Origination:	November 1, 1984
Effective:	November 1, 1984
Reviewed:	January 5, 2007

SUBJECT: **Hiring Adjunct Faculty**

REFERENCE: **West Virginia Council for Community and Technical College Education, Title 135, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*, West Virginia Code 18-7A-35b (e), SCP-2580, *Part-time Employees: Classified Staff and Adjunct Faculty***

1. PURPOSE

To establish a procedure for hiring part time (adjunct) faculty.

2. SCOPE AND APPLICABILITY

This policy applies to all academic supervisory personnel in employing part-time (adjunct) faculty.

3. DEFINITIONS

Adjunct faculty are defined in SCP-2580 as part-time, non-tenure track faculty who do not meet the definition of full-time, temporary, or term appointment faculty as defined in Title 135 Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*.

4. POLICY

A. The assignment of adjunct faculty members shall be made by the Division Chairs subject to review and approval by the Vice President for Academic Affairs. All adjunct faculty shall be selected through a systematic process designed to employ the most qualified person while adhering to affirmative action and minimum qualification guidelines.

B. Adjunct faculty shall be used to supplement, not supplant, a full-time instructional staff.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

A. Adjunct faculty may teach a maximum of nine (9) credit hours per semester.

B. “Early Incentive Retirees” (retired between 4/1/88 and 6/30/89) from the WV Consolidated Public Retirement Board Programs may teach a maximum of twelve (12) credit hours per semester without temporary loss of retirement benefits. This provision is provided in WV Code

for only adjunct instructors at Southern and West Virginia Northern Community College. The statute does not apply to any other retirees.

7. RESPONSIBILITIES AND PROCEDURES

- A. The following steps are required for the selection and assignment of adjunct faculty:
1. The Vice President for Academic Affairs, working with the appropriate Division Chair shall determine if full-time faculty and instructional staff are being fully utilized prior to hiring adjunct faculty to teach any specific course(s).
 2. If the full-time faculty member is not available, then the Vice President for Academic Affairs, working with the Division Chair, shall solicit applications, using prescribed guidelines as to affirmative action and pre-established minimum qualifications.
 3. Upon receiving the applications, the Human Resources Office shall forward these to the Vice President for Academic Affairs and the Division Chairs who shall confer with the Vice President Academic Affairs to select the person(s) best qualified to instruct the course(s).
 4. A letter of assignment shall be developed and given to the adjunct faculty member by the Division Chair. Conditions relative to the number of class meetings required, dates, and remuneration shall be explained in the letter. Signed copies shall be retained in the adjunct faculty member's file, located in the Human Resources Office.
 5. Division Chairpersons shall be responsible for having the instructor complete the Personnel Data Sheet (PDS), the I-9 Employment Verification form, and the IRS Personal Withholding Certificate (W-4 Form) which shall become part of the adjunct faculty member's file.
 6. The standard rate of pay for adjunct faculty shall be consistent for all adjunct faculty. This rate shall be based on the assumption that the instructor will meet all sessions of the assigned class during the semester of employment.
 7. Exceptions to the standard rate of pay are:
 - a. Reduction in salary for class sessions canceled because of instructors absence.
 - b. Reduction in salary for courses that do not meet enrollment standards.
 - c. Reduction in salary for not meeting the terms of the letter of assignment.
 - d. Increase in salary if extenuating circumstance's warrant (e.g., excessive travel).
 8. The Vice President for Academic Affairs shall adjudicate salary rates.
 9. Division Chairpersons shall (1) collect PDS's for all adjunct faculty, (2) collect IRS Withholding Certificates, (3) collect copies of the letters of assignment and insure their completeness, (4) transmit accompanying memoranda of rate of pay for each person, (5) complete adjunct faculty payroll sheets, and (6) forward completed forms to the Human Resources Office. These data must be received no later than two weeks following the first day of classes. The Vice President for Academic Affairs will approve and sign all

adjunct contracts.

10. The Human Resources Administrator shall direct the Payroll Representative to use the information provided to generate the adjunct payroll.
11. When the payroll is received, the Business Offices at each location shall release the final check to each adjunct faculty member only after (1) he/she returns all borrowed materials to the Division Chair, and (2) he/she submits all final grade sheets to the appropriate office. The business office will then be notified to release the payroll check.

8. **CANCELLATION**

None.

9. **REVIEW STATEMENT**

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-2250 is scheduled for review during the 2009-2010 academic year.

10. **SIGNATURES**

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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Revision Notes: January 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in organizational structure.