

Board of Trustees of the Nebraska State Colleges

Personnel

POLICY NAME: Adjunct Faculty

POLICY NUMBER: 5015

A. PURPOSE

To establish the terms and conditions of employment for adjunct faculty.

B. DEFINITIONS

1. **Adjunct Faculty:** Non-ranked, non-tenured faculty.

C. POLICY

1. **Adjunct Faculty**

- 1.1. The Board recognizes the contribution made to the mission of the System by the dedicated group of individuals who teach and/or provide services on an adjunct basis.
- 1.2. Adjunct faculty are compensated on a course-by-course basis without expectation of continued employment.
- 1.3. Adjunct faculty are employed to provide instructional services on a part-time basis, less than 0.75 FTE.
- 1.4. Adjunct faculty shall not be assigned more than twenty-seven (27) credit hours of coursework per calendar year within the Nebraska State College System.
- 1.5. The Vice President for Academic Affairs (VPAA) is responsible for monitoring and enforcing the twenty-seven (27) credit hour and less than 0.75 FTE limitation in conjunction with the Director of Human Resources.
- 1.6. This policy does not apply to employees who may teach in addition to their regular assignments.

2. **Selection of Adjunct Faculty**

Hiring practices must comply with the Board's Equal Employment Opportunity requirements noted in Board Policy 5000.

3. Credentials

- 3.1. Required credentials for adjunct faculty will comply with the Higher Learning Commission's established criteria for faculty qualifications, as outlined in the Commission's Assumed Practices. These criteria include:
 - Minimum degree requirements;
 - Graduate coursework related to the assigned area(s) of teaching; and/or
 - Tested experience as approved through each College's established Tested Experience evaluation process.
- 3.2. At the discretion of the VPAA, an exception to these requirements may be granted. When such an exception is granted, the VPAA shall provide notice to the Vice Chancellor for Academic Affairs.
- 3.3. Additional professional certifications or professional experience requirements for adjunct appointments may be established at the discretion of the hiring College and may vary depending on the academic program and course level.

4. Records

As part of the hiring process, the Human Resources Office shall maintain records of all adjunct faculty including,

- 4.1 Official transcript;
- 4.2 A curriculum vitae; and
- 4.3 Other materials that were used in the selection process.

5. Contracts

- 5.1. Each adjunct faculty member shall be provided a written contract noting:
 - The contract term;
 - Compensation; and
 - A description of the course assignment(s).
- 5.2. The term of appointment shall be consistent with the published course schedule beginning no more than seven (7) calendar days in advance of the course start date and ending no later than seven (7) calendar days after the course end date. In the case of student teaching field experience supervision, the course beginning and end dates will be determined by the school district calendar schedule.

6. Working Conditions

- 6.1. Adjunct faculty are responsible for the instructional quality and the overall conduct of the courses which they are assigned to teach. This responsibility includes, but is not limited to,

- The conduct of lectures and/or laboratory sessions;
 - Evaluation through examinations or other appropriate assessment methods;
 - Recitation sessions; and
 - Homework.
- 6.2. Course content shall reflect the focus described in the catalog course description.
- 6.3. Although designated “office hours” are not required, adjunct faculty are required to be available and responsive to students’ questions in a timely manner.
- 6.4. Routine orientation, supervision and evaluation for adjunct faculty shall be implemented through a process determined at each College.
- 6.5. Adjunct faculty shall not be given committee assignments or other duties **as part of** their adjunct instructional services. Employment appointments that are **in addition to** adjunct instructional services will be paid at an hourly rate, are still subject to the less than 0.75 FTE limitation and shall be detailed separately in an employment contract.
- 6.6. Adjunct faculty members shall practice:
- Academic responsibility;
 - Professional ethics; and
 - Integrity.
- 6.7. Adjunct faculty shall abide by all College rules and policies.

7. Compensation

- 7.1. The rate of pay for adjunct faculty is established as a System rate for all three (3) Colleges as approved by the Council of Presidents.
- 7.2. Prior to implementing any rate change, the College must obtain approval from the Chancellor.
- 7.3. Presidents can request an exception from the Chancellor to exceed the established adjunct rate, in individual cases where a unique need or emergency exists.

FORMS/APPENDICES:

None

SOURCE:

Policy Adopted: April 2014

Policy Revised: November 2015, June 2016, November 2016, January 2020, May 2022,
November 2023