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SR-03-04-02 EC

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**EXECUTIVE COMMITTEE  
RECOMMENDATION**

**SR-03-04-02 EC**

Recommends approval of the attached "Rule on Adjunct Faculty."

**RATIONALE:**

The attached policy regarding Adjunct (Part-time) Faculty is a compilation of existing Marshall University Faculty Senate policies and Academic Affairs procedures that have been put in the form of a Rule as requested by the Higher Education Policy Commission to comply with HB 2224.

**FACULTY SENATE PRESIDENT:**

APPROVED

BY SENATE:

*Larry M. Stiller*

DATE:

*Oct. 30, 2003*

DISAPPROVED

BY SENATE:

DATE:

**UNIVERSITY PRESIDENT:**

APPROVED:

*Don Lynn*

DATE:

*Nov 1, 2003*

DISAPPROVED:

DATE:

**COMMENTS:**

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\_\_\_\_\_

**MARSHALL UNIVERSITY  
BOARD OF GOVERNORS**

**EMERGENCY RULE ON ADJUNCT FACULTY**

**SECTION 1. 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 highly-qualified 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-1-1B-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. **Effective Date:** From passage, no longer than three (3) months.

**SECTION 2. DEFINITIONS.**

- 2.1. The term "adjunct faculty" (or part-time faculty) refers to instructors who are employed to teach one or more courses, not to exceed seven (7) undergraduate hours or six (6) graduate hours (or a total of all hours of seven) for a designated semester with no commitment on the part of the university for subsequent employment.
- 2.2. The term "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 School of Medicine (including in this context the College of Nursing and Health Professions) and its graduate and professional programs, "adjunct faculty" may also include "clinical adjunct faculty" who are engaged to provide a limited portion of the educational program including didactic lectures, clinical student and resident precepting and/or to provide specialized or other patient care services necessary to maintain or enhance the continuity and quality of patient care provided by the full-time faculty without respect to 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 Marshall University policies governing faculty performance and standards.
- 3.2. Adjunct faculty must have competence in the particular course area(s) to be taught. In addition, the degree qualifications should approximate those for full-time, i.e., terminal degrees, master's degrees or approximate experience. Adjuncts must present evidence of such background.
- 3.3. The department chair/division head, with faculty input, recommends to the dean of the college qualified candidates for employment or appointment as adjuncts. The dean forwards this information to the Provost/Senior Vice President for Academic Affairs or the Vice President for Health Sciences as appropriate.
- 3.4. Adjunct faculty members must receive a written agreement that specifies assigned responsibility for course(s), or portions thereof, to be taught or other services to be provided; other conditions of employment; period of employment; compensation; 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 standards currently employed by the university. As a result, two or more class sessions may meet before a final determination can be made.
- 3.6. The availability of adjuncts to students outside class hours will be determined by the department chair/division head in consultation with the instructor and may vary with the nature and location of the course(s).
- 3.7. The performance of each teaching adjunct will be evaluated by the department chair/division head or delegated representative and/or dean at the conclusion of each course taught. The evaluation must include student evaluations of the course. Deans are asked to report to the Provost/Senior Vice President for Academic Affairs or Vice President for Health Services as appropriate on those adjuncts who receive a less than "good" rating, and to indicate what action will be taken for each (non-renewal of contract, professional or instructional development, etc.).

**SECTION 4. OVERLOADS FOR ADJUNCT FACULTY.**

- 4.1. Permission to allow an adjunct faculty member to teach an overload (more than 7 undergraduate hours or 6 graduate hours or a total of 7 for a combination of graduate and undergraduate) 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 policy applies to all Marshall University adjuncts teaching University and/or Marshall Community and Technical College courses (on-campus, off-campus, e-courses) except those whose salaries are paid by third-party contracts.

- 4.4. The department chair/division head who wishes to hire an adjunct who is already scheduled to teach the maximum allowable hours must send a written request for an exemption to his/her dean and, if the dean approves, to the Provost/Senior Vice President for Academic Affairs, for approval.

#### **SECTION 5. INSTITUTIONAL OBJECTIVES.**

- 5.1. Marshall University remains committed to the value of fulltime instructional faculty as the heart of the institution. Fulltime faculty provides continuity and a myriad of services to the institution.
- 5.2. Adjunct faculty are also an integral part of the university community, providing on-campus instruction, making possible reassigned time for full-time faculty who want to develop the curriculum or engage in research and creative activities, allowing the university to offer courses at distant sites, and filling emergency and/or temporary instructional needs.
- 5.3. To maintain a balance between fulltime and adjunct faculty, the use of adjunct faculty will not exceed the most recent U.S. Department of Education national average for like institutions.

#### **SECTION 6. REPORTING OF DATA.**

- 6.1. Marshall will report to the Higher Education Policy Commission by November 1, 2003, the number of adjunct faculty employed by the university. Subsequent reports to the Commission will occur periodically, as requested.