



Policy on Part-Time & Adjunct Faculty

Policy Title: Part-Time & Full-Time Faculty

Policy Type: Administrative

Policy Number: ADM Policy #03-10-15 (2022)

Responsible Office: Office of Academic Affairs

Responsible Executive: Vice President for Academic Affairs

Applies to: Part-Time & Adjunct Faculty

POLICY STATEMENT

The faculty at Wiley College includes all persons with academic appointments including school deans, professional librarians, and those persons who may, in addition to teaching, have administrative or staff duties, or those who teach one or more courses on a periodic basis. Faculty may be part-time and adjunct. Every faculty member, in addition to the expected qualifications for appointment, must have at least 18 graduate credit hours of preparation that are directly relevant to the specific discipline (s) taught. In certain cases, clearly relevant experience may be acceptable to qualify. Members of the faculty are appointed by the President in a manner consistent with the selection of faculty (Section V) and are responsible to the Vice President for Academic Affairs.

DEFINITIONS

Word/Term:

Part-time Faculty – A part-time faculty member represent professionals who are employed full-time by the College in departments outside of Academic Affairs, who have full academic qualifications in the areas in which they teach.

Adjunct Faculty – An adjunct faculty member are not full-time employees of the College, yet are academically and professionally, well-qualified to instruct and engage students in their discipline, integrating “real life” situations into the subject matter being studied.

Part-Time Faculty

Part-time faculty represent professionals who are employed full-time by the College in departments outside of Academic Affairs, who have full academic qualifications in the areas in which they teach.

Part-time faculty are employed on an “as needed” basis to teach courses constituting less than a normal load, typically 3 to 6 credit hours. They are usually employed when a full-time faculty member is not available. Part-time faculty members teach during the evening and/or weekends. Part-time faculty members are academically and professionally, well-qualified to instruct and engage students in their discipline, integrating “real life” situations into the subject matter being studied. Part-time faculty may be employed on a notice/probationary contract. Such faculty members are not voting members of the faculty.

Recruitment of part-time faculty members is carried out primarily by the respective school dean or the part-time faculty member notifies the department chair or school dean in writing of their interest in teaching. Part-time faculty are selected by a committee of the department and school faculty. The dean then conveys, in writing, the recommendation to the Vice President for Academic Affairs who, in turn, makes recommendations to the President. All letters of appointment are issued by the President of the College through the Office of Human Resources. The precise terms and conditions of each appointment are set by the President and Human Resources (HR) and stated in writing. Copies are in possession of both the College and the prospective faculty member before the appointment is consummated.

Part-time faculty members are employed from semester-to-semester or year-to-year. The orientation process for part-time faculty takes place in the same manner as that for full-time faculty. At the beginning of each semester, the Vice President for Academic Affairs or designee conducts new faculty orientation sessions to provide both full-time and part-time new faculty with pertinent information about duties and responsibilities of faculty. More specific orientation of part-time faculty is conducted periodically during each academic year by the school’s dean, just as it is for full-time faculty.

Compensation for adjunct faculty members is based on the total number of credit hours taught and the highest degree earned.

Adjunct Faculty

The term adjunct faculty refers to those persons who are not employees of the College, but are employed on an “as needed” basis to teach courses constituting less than a normal load. They are usually employed when a full-time faculty member is not available. Adjuncts are academically and professionally, well-qualified to instruct and engage students in their discipline, integrating “real life” situations into the subject matter being studied. Adjunct faculty may be employed on a notice/probationary contract. Such faculty members are not voting members of the faculty.

Recruitment of adjunct faculty members is carried out primarily by the respective school dean and selection by a committee of the department and school faculty. The dean then conveys, in writing, the recommendation to the Vice President for Academic Affairs who, in turn, makes recommendations to the President. All letters of appointment are issued by the President of the College through the Office of Human Resources. The precise terms and conditions of each appointment are set by the President and Human Resources (HR) and stated in writing. Copies are in possession of both the College and the prospective faculty member before the appointment is consummated.

Adjunct faculty members are employed from semester-to-semester or year-to-year. They are recognized as “Adjunct” (appropriate carried rank, e.g., an assistant professor at a neighboring institution agrees to teach one course at Wiley College for one semester: this teacher will be recognized as an “Adjunct Assistant Professor”).

The orientation process for adjunct faculty takes place in the same manner as that for full-time faculty. At the beginning of each semester, the Vice President for Academic Affairs or designee conducts new faculty orientation sessions to provide both full-time and adjunct new faculty with pertinent information about duties and responsibilities of faculty. More specific orientation of adjunct faculty is conducted periodically during each academic year by the school’s dean, just as it is for full-time faculty.

Compensation for adjunct faculty members is based on the total number of credit hours taught and the highest degree earned.

CONTACT(S)

The Office of the Vice President for Academic Affairs officially interprets this policy. The Office of the Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by the Executive Cabinet for ADM Policy #03-10-15 (2022). Questions regarding this policy should be directed to the Vice President for Academic Affairs.

FORMS

N/A