

### I. Overview

The purpose of this procedure is to identify the process for hiring/appointing adjunct faculty. An Adjunct is a faculty member teaching in a temporary capacity (part-time). Compensation procedures are also covered under this procedure.

### II. Practice

1. Adjunct faculty hires must be approved by the appropriate Division Chair. The Division Chair will review the prospective adjunct faculty's credentials and determine whether or not the individual is qualified and suitable for employment. If offered employment by UACCB, the adjunct faculty must submit current credentials to the Human Resources Department as part of the employment process. Failure to do so could affect payroll distribution.
2. Adjunct faculty are not guaranteed a teaching position until after regular registration is complete and the Division Chairs and the Vice Chancellor for Academics have finalized the schedule and assigned all full-time faculty to their teaching assignments.
3. Division Chairs should maintain a record of who they are planning to have teach in an upcoming semester and should make certain the prospective adjunct faculty has processed the appropriate paperwork to ensure payment.
4. Adjunct faculty who have never been employed by UACCB must contact the Human Resources Department to complete appropriate pre-employment paperwork.
5. Adjunct faculty will receive their first paycheck on the second pay date of the semester. Final paychecks will be available one pay period following the end of the semester. This allows the time to process the payroll and ensure accuracy prior to the first distribution of checks. Additionally, it provides the administration the opportunity to verify all assignments are completed prior to the final paycheck being delivered.
6. Adjunct faculty are limited to nine hours per semester. A Division Chair may request an exception to the nine hours if an emergency situation arises. The Division Chair must submit, in writing, a request for the exception to the Vice Chancellor for Academics. The Vice Chancellor for Academics will provide the adjunct faculty the final authorization to teach. An exception should be for unusual and infrequent occurrences.
7. All adjunct faculty must have formal Division Chair authorization to teach. As soon as possible after the start of each semester, Division Chairs should provide a schedule showing their planned use of adjunct faculty for that semester to the Vice Chancellor for Academics.
8. The rate of pay for an adjunct instructor will be \$1,600.00 for a three credit hour class or \$533.33 per credit hour. The Division Chair will submit an individual Personnel Action Form (PAF) covering the hiring of all adjunct faculty and these PAF's will be processed according to UACCB policy.

### III. Clarifying Points

1. Adjunct faculty are never guaranteed a teaching assignment.
2. Adjunct faculty who have not completed the authorization work process with the Human Resources Department will not be compensated until the pay period following the completion of this authorization.

3. The final paycheck will not be released until the adjunct faculty has submitted his/her grades for the semester and completed all duties assigned under the appointment.
4. Adjunct faculty may not teach more than nine credit hours without authorization from the Vice Chancellor for Academics.

Adopted: October 3, 2012

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