

# **GLENVILLE STATE COLLEGE POLICIES**

## **PERSONNEL POLICY 25**

### **ADJUNCT FACULTY**

#### **25.1. General**

1.1. Scope - This policy defines the role of part-time and other adjunct faculty members at Glenville State College and, when appropriate, the conditions of their employment.

1.2. Authority – W.Va. Code §18B-7-6(a)

1.3. Effective Date: April 19, 2006

1.4. Repeal of Former Rule –This policy supersedes any and all previous Glenville State College policies in reference to adjunct faculty.

#### **25.2. Definitions**

2.1. The term “adjunct faculty” may be applied either to faculty who are remunerated part-time employees or who are unpaid volunteers with a courtesy title.

2.1.1. Part-time faculty appointments may be for one semester or one academic year. Such appointments may not exceed 0.80 FTE. Appointments at or above 0.53 FTE are benefits-eligible.

2.1.2. Courtesy appointments may be for an extended period of time.

#### **25.3. Conditions Governing Part-Time Faculty**

3.1. Part-time and other adjunct faculty are subject to appropriate sections of Title 133 Procedural Rule of the West Virginia Higher Education Policy Commission, Series 9, including but not limited to Section 2, “Academic Freedom and Professional Responsibility.”

3.1.1. Part-time and other adjunct faculty members shall have appropriate academic qualifications and experience.

3.1.2. Part-time and other adjunct faculty members shall receive appropriate information concerning institutional policies, procedures, expectations, and support.

3.1.3. Part-time and other adjunct faculty members shall receive appropriate information about their duties and responsibilities and specific information about course content, syllabi, methodologies, and expected learning outcomes for students.

3.1.4. Part-time and other adjunct faculty members shall be evaluated regularly. Such evaluation will be a basis for possible continuing employment.

3.1.5. Part-time and other adjunct faculty members should receive mentoring and other

appropriate assistance from full-time faculty members and academic administrators, as well as opportunities to participate in professional development activities.

- 3.1.6. Part-time and other adjunct faculty should be included in the planning of academic activities whenever possible, in order to ensure their understanding of the academic mission and goals of the unit and the context of their role therein.

**25.4. Balance between Full-time and Part-time Faculty**

- 4.1. Glenville State College will maintain an appropriate balance between full-time and part-time faculty that is consistent with the campus mission.
  - 4.1.1. Glenville State College will maintain a cadre of full-time faculty to enable it to function appropriately. Such full-time faculty may include faculty who are tenured, tenure-track, clinical-track, librarian-track, and non-tenure-track.
  - 4.1.2. Glenville State College may engage part-time and other adjunct faculty in order to utilize academic expertise that is locally available; to address programmatic necessity; to address budgetary constraints; and to respond to special circumstances. The number of part-time faculty will not exceed the national average for institutions like Glenville State College, as determined by US Department of Education data.

**25.5. Reporting of Data**

- 5.1. The college will report the number of part-time and other adjunct faculty to the Higher Education Policy Commission periodically, as requested.

Approvals:

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President

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Date

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Chair of the Board

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Date