



# PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5015**

**Adjunct Faculty**

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## BOARD POLICY

### PURPOSE

This policy addresses terms and conditions of employment for adjunct faculty in the Nebraska State College System. 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.

### APPLICABILITY AND APPOINTMENT

This policy applies only to adjunct faculty, defined in Board Policy 5014 (a) and (b) as non-ranked, non-tenured faculty. Adjunct faculty are compensated on a course-by-course basis without expectation of continued employment.

Adjunct faculty are employed to provide instructional services on a part-time basis, less than 0.75 FTE. Adjunct faculty shall not be assigned more than ~~twenty-four~~twenty-seven (24~~27~~) credit hours per calendar year within the Nebraska State College System. The Vice President for Academic Affairs is responsible for monitoring and enforcing the ~~twenty-four~~twenty-seven (24~~27~~) credit hour and less than 0.75 FTE limitation in conjunction with the Director of Human Resources/AVP.

This policy does not apply to visiting faculty, graduate assistants, or lecturers. This policy does not apply to College employees who may teach in addition to their regular assignments.

### PROCEDURE

#### SELECTION OF ADJUNCT FACULTY

##### Selection

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

##### Credentials

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.

At the discretion of the Academic Vice President, an exception to these requirements may be granted. When such an exception is granted, the Academic Vice President shall provide notice to the Vice Chancellor for Academic Planning and Partnerships. 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.

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## Records

As part of the hiring process, the College Human Resources Office shall maintain records of all adjunct faculty including: official transcripts, a curriculum vitae, and other materials that were used in the selection process.

## Contracts

Each adjunct faculty member shall be provided a written contract noting the contract term, compensation and a description of the course assignment(s). The term of appointment shall be consistent with the published course schedule.

## **WORKING CONDITIONS**

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. Course content shall reflect the focus described in the catalog course description.

Although designated “office hours” are not required, adjunct faculty are required to be available and responsive to students’ questions in a timely manner.

Routine orientation, supervision and evaluation for adjunct faculty shall be implemented through a process determined at each College.

Adjunct faculty shall not be given committee assignments or other duties *as part of* their adjunct instructional services. Employment appointments *in addition to* adjunct instructional services are still subject to the less than 0.75 FTE limitation and shall be detailed separately in an employment contract.

Adjunct faculty members shall practice academic responsibility, professional ethics, academic honesty and integrity, and shall abide by all College rules and policies.

## **COMPENSATION**

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

Policy Adopted: 4/25/14

Policy Revised: 11/13/15

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