

SECTION: Academic

SUBJECT: ADJUNCT FACULTY

Point of Contact: Office of the Provost/ Vice President for Academic Affairs

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Dean, Academic Programs; Dean, Career & Technical Programs.

Date of approval by LCSC authority: March 18, 2015

Date of State Board Approval: N/A

Date of Most Recent Review: New policy

Summary of Major Changes incorporated in this revision to the policy: New policy

1. Definition

Adjunct faculty are non-salaried faculty, appointed to part-time or full-time positions for the specific purpose of enhancing programs at the college, augmenting the work of the faculty, or filling in for faculty who may be absent.

2. Qualifications

The minimum preferred qualifications of adjunct faculty should be [exceptions require Dean-level approval]:

- A. For lower division coursework: master's in content area or master's degree plus 18 credits in content area
- B. For upper division coursework: terminal degree for content area

3. Rights and Responsibilities

- A. The adjunct faculty member will receive a written agreement each semester or year which details the course(s) to be taught, the person to whom the adjunct reports, the expected evaluation process, expectations regarding attendance at division/ program/ course meetings, expectations regarding office hours, and a description of the kinds of course-related services the adjunct will provide (e.g., Personnel Action Form (PA) and Adjunct Job Description form).
- B. All adjunct faculty will participate in a New Adjunct Orientation prior to the first semester of employment.

SECTION: Academic

SUBJECT: ADJUNCT FACULTY

- C. There are no employment rights beyond the appointment terms agreed upon with the respective division chair. Such appointment shall terminate upon expiration of the stated period of appointment, without notification of non-renewal. If Lewis-Clark State College determines that it is to the benefit of the College, it may offer re-appointment to an adjunct faculty member.
- D. Adjunct faculty are not eligible for nor do they generally accrue credit toward academic tenure or promotion.
- E. Adjunct faculty who have taught “at least six (6) credits or twelve (12) contact hours per week for three (3) or more of the previous six (6) semesters” (LCSC Constitution, Section 3) are considered Faculty of the College and are, therefore, voting members of the Faculty Association. Adjunct faculty meeting these criteria are also eligible for Educational Privilege benefits as described in policy 3.130 (Policies and Procedures Manual).
- F. Adjunct faculty should be provided at a minimum shared office space, access to departmental photocopier, a WarriorOne card, and access to Blackboard staff for web related course support.
- G. Adjunct faculty must be kept informed of departmental decisions and policies, and should be included in departmental activities whenever possible.
- H. Adjunct faculty are to be listed in the Campus Directory and entered into the Colleague system.

4. Pay

- A. Adjunct faculty are paid in accordance with the current year approved Adjunct Faculty Compensation schedule, as are Professional Staff and faculty teaching on overload status.