
Title: Adjunct Faculty

Background: This policy was created to delineate qualifications, rights and responsibilities, and pay for adjunct faculty. This policy applies to professional staff teaching in an adjunct capacity and to faculty overload teaching assignments.

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: School of Liberal Arts and Sciences, Professional Studies, and Career & Technical Education

Last date of approval by LCSC authority: September, 2020

Date of State Board approval: N/A

Date of most recent review: August 6, 2023

Summary of major changes incorporated in this revision to the policy: Policy updated to be consistent with Adjunct Faculty Employment Agreement. Updates include differentiation of faculty and staff for data classification purposes.

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.

Adjunct classification at Lewis-Clark State College is defined in four distinct categories:

- Full time faculty who teach an overload beyond their annual contractual commitment shall be classified as overload. (See policy 3.132 Professional Consulting and Additional Workload.)
- Adjunct instructor is defined as a non-institutional employee who may teach full or part time.
- Full time staff who teach an adjunct course shall be classified as an adjunct instructor. (See policy 3.132 Professional Consulting and Additional Workload.)
- Full time staff who teach a course(s) built into their annual contract shall be categorized as adjunct instructor (non-payment).

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:
 - i. the course(s) to be taught
 - ii. the person to whom the adjunct reports (division chair or designee)
 - iii. the evaluation process
 - iv. expectations regarding attendance at division/program/course meetings
 - v. expectations regarding office hours

SECTION: 2.0 ACADEMIC

SUBJECT: ADJUNCT FACULTY

- B. All adjunct faculty will participate in a new adjunct orientation prior to the first semester of employment.
- 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. At a minimum, adjunct faculty should be provided with a shared office space, access to departmental photocopier, a WarriorOne card, access to eLearning Services staff for web related course support, and access to the Center for Teaching & Learning.
- G. Adjunct faculty must be kept informed of departmental decisions and policies, and should be included in departmental activities whenever possible.
- H. All classifications of adjunct faculty are to be listed in the campus directory and entered into the Colleague system.

4. Pay

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. Pay and expectations are described in the Adjunct Faculty Employment Agreement.