



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 06.23: Adjunct Faculty

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	Provost and Vice President for Academic Affairs
Responsible Office:	Provost and Vice President for Academic Affairs
Next Scheduled Review:	08/01/2022

A. Introduction

It is the policy of the university to employ qualified part-time faculty to supplement the schedule or bring exceptional expertise into the classroom. Such part-time instructors generally meet the minimum academic requirements of the instructor rank. In most circumstances, the dean and the Provost and Vice President for Academic Affairs will approve the hiring of part-time faculty with at least eighteen (18) hours of graduate credit in the subject to be taught. In addition to part-time instruction, adjunct faculty may give periodic lectures, supervise clinical practice, or perform other duties such as supervision of a graduate student's thesis. These faculty will all be classified as adjunct faculty.

B. Conditions

1. Adjunct faculty will not be given committee assignments or other full-time faculty responsibilities.
2. Adjunct faculty members are expected to maintain office hours appropriate to their assignment and convenient to their students.
3. All such personnel are required to have a contract designated for adjunct faculty issued through the President's Office. The salary of adjunct faculty is negotiated independently and is based on job description, degree held, experience, and market demand. All faculty holding adjunct status are entitled to an I.D. Card and a motor vehicle registration decal.
4. All positions designated as benefit eligible must have the prior approval of the President and the Midwestern State University Board of Regents. In accordance with current state law, Midwestern State University adjunct faculty will be considered benefit eligible for

the purpose of receiving state-funded health benefits and retirement if they meet all of the following criteria.

- a. Maintain a workload of 50% or more of a standard faculty work load. For adjunct faculty, each three credit hour course taught constitutes 15% of a full-time equivalent faculty.
 - b. Work on a continuing basis for one full semester or 4-1/2 months.
 - c. Receive pay at a comparable rate being paid to other full-time faculty members with comparable degrees who teach in the same academic areas.
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C. Hiring Process

Authorization to hire adjunct faculty who satisfy the above criteria must be granted by the Provost and Vice President for Academic Affairs before a faculty contract can be issued. In order to preclude misunderstandings in regard to benefit-eligible status, academic deans responsible for hiring adjunct faculty shall follow these procedures:

1. Immediately following a decision to hire an adjunct faculty member, the dean will prepare and sign a Midwestern State University Employment Recommendation. The form will be completed to indicate the benefit-eligibility status of the new employee.
2. Before the new adjunct faculty member is given authorization to start work, the Employment Recommendation will be processed through the Human Resources Department to verify the employee's benefit status. Employment Recommendations will be forwarded by the Human Resources Department to the Provost and Vice President for Academic Affairs. If the terms of employment indicate that the employee is benefit eligible, the Provost and Vice President for Academic Affairs will indicate the appropriate actions necessary to be in compliance with the above policy.
3. The Office of the Provost and Vice President for Academic Affairs will be responsible for issuing faculty contracts when all required employment verifications are completed.

D. Orientation Requirements

All new part-time faculty are required to attend a general orientation session during the first semester of employment by Midwestern State University. The orientation session will include university academic procedures and responsibilities, and in general, will be conducted by Department Chairs and Deans of Colleges.

Responsible Office

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Revision History

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