



## UTAH VALLEY UNIVERSITY

### Policies and Procedures

<b>POLICY TITLE</b>	Adjunct Faculty	<b>Policy Number</b>	639
<b>Section</b>	Academics	<b>Approval Date</b>	December 4, 2014
<b>Subsection</b>	Academics	<b>Effective Date</b>	December 4, 2014
<b>Responsible Office</b>	Office of the Senior Vice President of Academic Affairs		

#### 1.0 PURPOSE

1.1 Adjunct faculty are a valued and essential component of UVU, providing a wealth of academic and practical experience, and work in conjunction with full-time, salaried faculty members in teaching the many and varied courses offered at UVU. By definition, adjunct faculty members are hired on a per-semester basis and their responsibilities are limited primarily to those duties directly related to classroom instruction and student assessment. This policy governs adjunct faculty in terms of professionalism, teaching load, employment eligibility, compensation, and requirements for on and off-campus sites.

#### 2.0 REFERENCES

- 2.1 Utah Board of Regents' Policy R485 *Faculty Workload Guidelines*
- 2.2 UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*
- 2.3 UVU Policy 302 *Hiring of Staff and Student Employees*
- 2.4 UVU Policy 321 *Employment Classifications and Work Limits*
- 2.5 UVU Policy 325 *Workload for Full-Time, Non-Faculty Employees*
- 2.6 UVU Policy 327 *Overload for Exempt, Non-Faculty Employees*
- 2.7 UVU Policy 333 *Criminal Background Checks*
- 2.8 UVU Policy 363 *Supplemental and Adjunct/Overload Pay Methods*
- 2.9 UVU Policy 631 *Student Evaluations of Faculty and Courses*
- 2.10 UVU Policy 641 *Salaried Faculty Workload—Academic Year*

#### 3.0 DEFINITIONS



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**3.1 Academic year:** Fall and Spring semesters combined.

**3.2 At-will employment:** Employees designated as at-will have no assurance of continued employment and may be dismissed without a statement of cause, without advanced notice, and without the right to appeal, provided the termination does not violate federal or state law.

**3.3 Variable hour employee:** Employees hired into positions in which the University has a reasonable belief that the employee will work less than 130 hours per month (30 hours per week) in a 12-month measurement period. These employees are considered at-will and are not eligible for benefits, including medical insurance.

**3.3.1 Adjunct faculty:** Faculty member hired on a semester basis who is listed as the instructor of record on a credit class and is paid on a per course rate. Pay is processed through a semester appointment form.

**3.3.2 Instructional support faculty:** Faculty member who assist in teaching a credit course but who is not the instructor of record and is paid on an hourly rate for hours worked. Pay is processed through submission of a time card for actual hours worked.

**3.3.3 Non-credit instruction faculty:** Faculty member teaching a non-credit course, workshop, seminar, etc. and who is paid on an hourly rate for hours worked. Pay is processed through submission of a time card for actual hours worked

### 4.0 POLICY

**4.1** Adjunct, instructional support, and non-credit instruction faculty members are at-will employees classified as variable hour employees. Variable hour employees are subject to hours of service limits in accordance with UVU Policy 321 *Employment Classification and Work Limits*.

**4.2** Adjunct and instructional support faculty serve under the direction of department chairs or their designees, who designate or coordinate orientation and/or required training sessions and determine schedules necessary for adjunct and instructional support faculty to perform their assigned duties in a professional manner.

**4.3** The department chair, in consultation with the dean, determines academic and professional criteria for employment of adjunct and instructional support faculty. Departments are responsible for screening and hiring of all adjunct and instructional support faculty members, regardless of delivery method, including but not limited to courses offered through extended education, concurrent enrollment, or distance education.

**4.4** The University, either institutionally or through departments, shall provide appropriate support for adjunct and instructional support faculty members to perform their assigned duties,



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including supervisor feedback, student evaluations, instructional materials, and educational environment.

**4.5** Full-time UVU staff and executives may receive adjunct or instructional support faculty assignments in compliance with UVU Policy 325 *FLSA Compliance: Exempt/Nonexempt Classifications, Wages, and Work Hours* and UVU Policy 327 *Overload for Exempt, Non-Faculty Employees*.

**4.6** Professional development or other non-remunerative opportunities may be available to adjunct and instructional support faculty members, provided such opportunities do not conflict with federal or state regulations or UVU service hour limits for variable hour employees.

### 5.0 PROCEDURES

#### 5.1 Recruitment and Selection

**5.1.1** All adjunct, instructional support, and non-credit instruction faculty positions shall be posted for recruitment by Human Resources.

**5.1.2** Individuals seeking employment as adjunct, instructional support, or non-credit instruction faculty members must apply through the University hiring procedures established by Human Resources. Applications will be evaluated through a selection process, as determined by the department and in accordance with University hiring policy and practices. Upon recommendation by the department, the selected candidate's employment eligibility shall be determined by Human Resources in accordance with UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*, UVU Policy 302 *Hiring of Staff and Student Employees*, and UVU Policy 333 *Criminal Background Checks*.

**5.1.3** Each academic year, adjunct faculty members must resubmit an employment application with any required application documents in order to be considered for reappointment in the next academic year.

#### 5.2 Orientation and Training

**5.2.1** Human Resources, in partnership with the Office of Academic Affairs, shall arrange for adjunct faculty members to receive orientation regarding policies and procedures as well as federal or state mandated training.

**5.2.2** Documents and other information regarding service hour limits for variable hour employees, as determined by President's Council, shall be available through the Human Resources website.



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**5.2.3** Departments may require adjunct and instructional support faculty to attend orientations related to the pedagogy of the discipline. Such required orientations shall be compensated by individual departments on a per hour basis.

**5.2.4** Adjunct faculty and instructional support faculty may choose to attend pedagogical and technology workshops and events on campus that contribute to their professional development but are not required but their department. Such attendance is not compensated.

### **5.3 Course Materials and Teaching Tools**

**5.3.1** Departments shall provide the official course curriculum and expected learning outcomes for each class taught and provide access to current textbooks and other approved teaching resources, as determined by the department.

**5.3.2** The University shall provide access to the learning management system and related technologies to adjunct faculty members and appropriate instructional support and non-credit instructors.

### **5.4 Professional Conduct**

**5.4.1** In common with salaried faculty members, adjunct and instructional support faculty members shall conduct themselves as professionals by:

- 1) Providing a method for student contact, such as university email and/or individual meeting times;
- 2) Maintaining timely communication with appropriate supervisors regarding exceptions to standard classroom practices, absences, guest speakers, etc.;
- 3) Improving teaching methodology on a continuing basis and improving teaching methods as indicated by scholarly trends and/or the supervisor's feedback;
- 4) Maintaining currency in their chosen discipline;
- 5) Supporting university, college/school, and departmental mission and goals;
- 6) Adhering to professional ethics determined by their disciplines;
- 7) Presenting themselves as officially representing the University in public appearances or statements only when university leadership has authorized them to do so.

### **5.5 Student Evaluations of Faculty and Courses**



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**5.5.1** To ensure course integrity and to facilitate the on-going improvement of teaching, adjunct faculty members shall participate in the standard university-wide student evaluation of all faculty and courses.

**5.5.1.1** Adjunct faculty may access and review student evaluations for their own courses.

**5.5.1.2** Department chairs have access to adjunct faculty members' student evaluations and may discuss such evaluations with the adjunct faculty member.

### 5.6 Term of Service

**5.6.1** Adjunct faculty members are assigned specific course sections on a semester-by-semester basis. At the conclusion of each semester, an adjunct faculty member's employment is terminated. Adjunct faculty may be rehired without posting within the same academic year and subsequent Summer semester. Such renewal of hire is based on performance and departmental needs.

**5.6.2** Adjunct, instructional support, and non-credit instruction faculty members may be terminated by the department chair within a semester without cause, without advance notice, and without the right to appeal, provided the termination does not violate federal or state law.

<b>POLICY HISTORY</b>		
June 22, 2017	<i>Nonsubstantive change:</i> In section 2.0, updated title of Policy 325 from <i>Workload for Full-Time, Non-Faculty Employees</i> to <i>FLSA Compliance: Exempt/Nonexempt Classifications, Wages, and Work Hours</i>	Policy Office
June 22, 2017	<i>Nonsubstantive change:</i> In section 2.0, updated title of Policy 327 from <i>Additional Assignments for Full-time Exempt Staff and Executives</i> to <i>Overload for Exempt, Non-Faculty Employees</i>	Policy Office
June 22, 2017	<i>Nonsubstantive change:</i> In section 2.0, updated title Policy 631 <i>Instructor and Course Evaluations</i> to <i>Student Evaluations of Faculty and Courses</i>	Policy Office
June 22, 2017	<i>Nonsubstantive change:</i> Updated policy references in other sections as needed.	Policy Office