

ADJUNCT FACULTY

Policy:

The College will employ professionally prepared adjunct faculty.

Procedure:

1. Adjunct faculty will be required to meet the same requirements for academic preparation as the regular full-time faculty.
2. Adjunct faculty will be required to attend a workshop in August of each school year. The workshop will consist of a general session and a departmental session to orient the adjunct faculty with policies involving attendance, grades, course syllabi, and other related areas.
3. In order to maintain the integrity of the evening class program, the Vice President for Instruction or a designated administrator will supervise the operations of the evening class program.
4. Prior to preparation of the teaching assignments for the next fall semester, spring semester, or summer session, the Vice President for Instruction will direct, through an email message, that any member of the faculty who would like to be considered to teach a(n) night, online, overload, or weekend class in that semester or session to notify the appropriate person by email or in writing. The person to notify and the deadline for such notification will be included in the message. A qualified member of the regular faculty of the College will normally be given first choice to teach a class if his or her desire is expressed prior to the stated deadline. (Note: See the procedure attached to the Work Load Policy for restrictions on maximum teaching loads for a faculty member.)