

POLICIES

~~Adjunct Employees~~Part-Time Instructors

Issued: April 20, 2017

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: Academic Affairs

Policy Statement

~~Adjunct/Part Time faculty~~Part-Time Instructors are defined as faculty whose temporary appointments are based on demand from semester to semester in the respective discipline.

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Purpose

The purpose of this policy is to establish criteria for the hiring, compensation, and evaluation of adjunct/part-time faculty.

Types of Part-Time Instructors

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Adjunct Faculty

Part time faculty hired on a temporary basis to carry out instructional, research, or public service functions

Adjunct Staff

Full-time staff employees hired to teach a course

Dual Enrollment

Adjunct faculty hired to teach a course that provides the student with both high school and university credits

Dual Services

A state employee teaching a course for Austin Peay State University. The employee is paid via the state agency employing the individual on a full time basis.

~~Post-Retirement~~

~~A retired faculty member participating in the Faculty Post Retirement Program (Policy 2:008)~~

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Procedures

Requirements

~~Adjunct/Part Time faculty teaching courses leading to the Baccalaureate Degree must hold a Master's degree and 18 completed graduate semester hours in the teaching discipline, or hold the minimum of a Master's degree with a major in the teaching discipline. In exceptional cases, a part time/adjunct faculty may present outstanding professional experience and~~

~~demonstrated contributions to the teaching discipline in lieu of formal academic preparation. In such cases, the Department Chair must submit a written statement of exception to the Assistant Provost and Assistant Vice President for Academic Affairs.~~

All APSU instructors must meet or exceed the qualifications established by the University. The instructor's educational credentials and curriculum vitae/resume are reviewed by the department chair of the discipline according to the published Faculty Qualifications Matrix, and then their documentation is reviewed and approved by the Associate Dean and or Dean, and finally Provost and Senior Vice Provost for Academic Affairs.

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For individuals who do not meet the requirements based on their highest degree, the department chair, associate dean, and dean of the college submit a Request for an Exception for Faculty Qualifications based on related work experience in the field, honors and awards, professional licensure and certifications, continuous documented excellence in teaching, and/or other demonstrated competencies and achievements that contribute to effective teaching and student learning. These requests must be approved by the Vice Provost and Associate Vice President for Academic Affairs and the Provost and Senior Vice President for Academic Affairs in order for the individual to be assigned as the instructor for the course.

Hiring and Orientation Process

The academic department chair or designee is responsible for the selection of the part-time instructors. The Office of Human Resources is responsible for the hiring procedures. Please follow the link below for the ~~full policy regarding the adjunct~~ hiring and orientation process:

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~~<http://www.apsu.edu/academic-affairs/resources>~~
<https://www.apsu.edu/academic-affairs/faculty/part-time-instructor-adjunct-processes>

Compensation

The level of compensation for ~~part-time/adjunct faculty~~ part-time instructors will follow APSU Policy ~~5:0112:048~~. ~~Adjunct/Part-Time employees are paid in four monthly installments in the Fall Semester and Spring Semester.~~

Benefits

Part Time Instructors who are designated as adjunct faculty, dual services, or dual enrollment ~~Adjunct/part time faculty~~ are not eligible for sick leave, insurance and/or retirement benefits in

accordance with State of TN policy and APSU policies. [Part Time Instructors who are designated as adjunct faculty or dual enrollment](#) They are eligible to contribute to the University 401k and 403b plan. [Adjunct Staff are eligible for the benefits associated with their regular staff position.](#) ~~Adjunct/part time faculty do not serve on University Faculty Senate committees.~~

**Adjunct and Part-Time
Instructor Evaluation
Process**

[Part-time instructors are evaluated on an annual basis by the department chair \(or their designee\) of the appropriate academic department. The main purpose of the evaluation is to improve teaching effectiveness, learning environment and provide professional development/growth.](#) ~~The criteria for evaluation of part time adjunct faculty are consistent with the mission of the university.~~ Evaluation results may be utilized as a part of the rehiring decision-making process. Please follow the link below for instructions on completing reviews.

<https://www.apsu.edu/academic-affairs/faculty/part-time-instructor-adjunct-processes/>~~http://www.apsu.edu/sites/apsu.edu/files/academic-affairs/PTI_review_Process.pdf~~

Revision Dates

APSU Policy 2:033 – Issued: April 20, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file

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