

POLICIES

Issued: April 20, 2017

Responsible Provost and Vice President for Academic

Official: Affairs

Responsible Office: Academic Affairs

Policy Statement

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

Purpose

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

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.

Hiring and Orientation Process

Please follow the link below for the full policy regarding the adjunct hiring and orientation process:

<http://www.apsu.edu/academic-affairs/resources>

Compensation

The level of compensation for part-time/adjunct faculty will follow APSU Policy 5:011. Adjunct/Part-Time employees are

paid in four monthly installments in the Fall Semester and Spring Semester.

Benefits

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. They are eligible to contribute to the University 401k and 403b plan. Adjunct/part-time faculty do not serve on University Faculty Senate committees.

Adjunct and Part-Time Instructor Evaluation Process

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.

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