

ADJUNCT FACULTY HIRING PROCEDURES

Search and Selection

Because the position is part time, a search is not required to fill an adjunct teaching position (unless the department has no readily available, qualified candidate). Departments often keep lists of persons who have taught as adjuncts previously and sometimes a person interested in adjunct teaching will have made inquiries with the department. If the department has no qualified candidate available, a search is conducted.

Searches for adjunct faculty are carried out locally and, occasionally, regionally. The hiring department writes a formal job announcement detailing the teaching assignment and selection criteria to be employed. Offers of employment are contingent upon the satisfactory completion of a criminal background check. Searches are primarily advertised in area newspapers although other methods are employed, including: contacting area professionals and graduate programs; personal contacts suggested by departmental faculty; outreach to professional colleagues at other nearby institutions that hire adjunct faculty; and efforts to reach diverse populations.

General criteria used in adjunct faculty member selection include the appropriate degree for the teaching assignment and the professional credentials of the candidate, with emphasis on the extent and relevance of teaching experience. Individual departments may have additional criteria depending, again, on the needs of the teaching assignment.

Required Documents

In order to be offered an appointment letter for an adjunct teaching position, successful candidates must provide the Office of the Provost with the following items: (1) Faculty Data Sheet, (2) official transcript, (3) current *curriculum vitae*, and (4) the Alternate Credentialing Review form (in cases where the faculty member lacks the minimum credentials subject field to be taught as recommended by SACS*).

The forms mentioned are available from the Office of the Provost and are posted online at: <http://provost.umw.edu/faculty-policies/>

The department chair will provide the candidate with copies of the data sheet and a transcript request form to be sent by the candidate to the institution that awarded the candidate's highest degree. The department chair will complete the Alternate Credentialing Review form, which is to be sent to the College Dean for review and approval. Finally, the department chair must contact the Office of Human Resources to initiate the required background check. The chair should email jobs@umw.edu, stating the name of the individual to be hired, the department in which they will teach, and a current email address where the person may be contacted.

Background checks are required for all new adjuncts and for any adjuncts returning to teach after a break in service of two or more academic years.

To be eligible for inclusion on the University's payroll, successful candidates must provide the following items to the Office of Human Resources: (1) employment eligibility verification (Form I-9) and either a birth certificate, driver's license, passport, or Social Security card; (2) if

not a United States citizen, proof of eligibility to work in the U.S.; (3) emergency contact form; (4) direct deposit form; (5) tax forms (W-4 and VA-4); (6) Identification Card Form; (7) Access to Information Infrastructure form; (7) return certificate on Commonwealth of Virginia's Policy on Alcohol and Other Drugs; and (8) Selective Service form (male employees only). The documents are sent to each new adjunct faculty member when they are first employed.

Appointments, Teaching Loads, and Faculty Status

Adjunct faculty are usually appointed to the nontenure-track rank of Adjunct Instructor. In some cases, an adjunct faculty member may be hired at the rank of Affiliate Assistant Professor (see the *UMW Faculty Handbook*, §3.7.2).

Adjunct faculty appointments are made for a semester or an academic year, but never longer, and are renewable indefinitely. Adjunct faculty appointments typically involve teaching one or two courses in a semester, although in some cases an adjunct instructor is hired to teach three, three-credit courses in a semester. In no instances will an adjunct instructor be hired to teach more than three, three-credit courses per semester or more than six, three-credit courses in an academic year (fall and spring semesters, not counting summer session). Time served in adjunct appointments may not, under any circumstances, count toward tenure or promotion or serve as grounds for reduction of a probationary period upon election to a tenure-track faculty position.

Adjunct faculty are informed by mail of their employment and teaching assignment well in advance (at least a month) of the start of the semester. In special circumstances (such as when a person is hired shortly before the start of a semester), this time period necessarily will be shorter. Formal written letters of employment are sent from the Office of the Provost. Acceptance responses are sent to the Office of Human Resources.

*The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that the institution employ competent faculty members qualified to accomplish the mission and goals of the institution (*Principles of Accreditation*, Comprehensive Standard 3.7.1). The SACSCOC guidelines on "Faculty Competence" state that institutions should use these guidelines:

- **For teaching baccalaureate courses:** doctorate or master's degree in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the teaching discipline.
- **For teaching graduate and post-baccalaureate courses:** earned doctorate/terminal degree in the teaching discipline or a related discipline.

Individuals explicitly meeting Comprehensive Standard 3.7.1 guidelines on the basis of minimum degree and course work are considered credentialed on a "self-evident" basis. Additional documentation is not required. Individuals that do not explicitly meet Comprehensive Standard 3.7.1 guidelines on minimum degree and course work must be justified on an individual basis by documenting other qualifications. The justification may be based on:

- related work experiences in the field
- professional licensure and certifications
- honors and awards
- continuous documented excellence in teaching
- or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes