

# Adjunct Faculty Process and 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.

The hiring department writes a formal job announcement detailing the teaching assignment and selection criteria to be employed. The department will create and post any ads that may need to be done. The department FOAP will cover the expense. Offers of employment are contingent upon the satisfactory completion of a criminal background check, prior employment verification, and reference checks. 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.

## 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.

## Required Steps and Documents

Before making an offer, Department Chairs should complete reference checks which includes at least speaking to the most recent supervisor (and others who can comment on their teaching) and ask the question "are they eligible for rehire." In the case of a UMW faculty retiree who is returning, a reference check is not necessary. Once notes from reference checks are complete and provided to Martha Link in the Provost's Office, the department chair and / or associate dean of college will (1) provide the candidate with a copy of the current faculty data sheet, (2) initiate background checks (State Police and Truescreen) through the Office of Human Resources, and (3) complete the Alternate Faculty Credential form (as needed).

The background check information can be found at the link below:

<https://adminfinance.umw.edu/hr/employment-opportunities/background-checks/>

In order to be offered an appointment letter for an adjunct teaching position, successful candidates must provide the Office of the Provost (Senior Administrative Coordinator) with the following items: (1) Faculty Data Sheet, (2) official transcript(s), and (3) current curriculum vitae. The Senior Administrative Coordinator must also receive from the hiring Dean a copy of the Alternate Faculty Credentials Form (in cases where the faculty member lacks the minimum credentials subject field to be taught as recommended by SACSCOC\*). The forms mentioned are available from the Office of the Provost and are posted online at: <http://provost.umw.edu/faculty-policies/>

Adjunct faculty are informed by email of their employment and teaching assignment in advance 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.

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). All of the required documents can be found on the Office of Human Resources page: **Welcome New Employee:** <https://adminfinance.umw.edu/hr/employment-opportunities/welcome-new-employees/>.

***Background checks are required for all new adjuncts and for any adjuncts returning to teach after a break in service of more than 12 months from the end date of their last contract.***

### **Orientation**

There will be an Adjunct Orientation approximately one-week prior to the start of the semester (fall and spring) organized by the Center for Teaching. Notification letters will be sent to all new Adjunct Faculty with the time and dates for the meeting.

### **Requisition Process**

1. The original requisition is generated by the Senior Administrative Coordinator in the Office of the Provost. A new requisition is generated for each semester. Adjunct faculty are added to this requisition after:

- (a) they are approved for a part time teaching assignment by the Associate Dean of the College in which the person will teach;
- (b) they are (1) certified by the Dean as meeting SACS's recommended requirements for teaching or (2) the Dean has approved the Alternate Faculty Credentialing Review form as submitted by the Department Chair or Associate Dean;
- (c) all required documents are received (CV, Faculty Data Sheet, transcript(s), and Alternate Faculty Credential form (if required));
- (d) the Senior Administrative Coordinator has been notified by the Office of Human Resources that the adjunct instructor has cleared the background check; and
- (e) the Senior Administrative Coordinator has been informed of total number of previous

graded college-level courses the person taught as an instructor of record. This information is requested on the faculty data sheet. (This number is used to slot the person on the adjunct pay scale.)

2. Items 1a – 1e are required the first time an adjunct instructor teaches at UMW. In subsequent semesters, the only item required is notification that the person has been approved to teach in the upcoming semester. A new data sheet is sometimes required in cases when there has been more than three years since the person's last adjunct teaching assignment at UMW.
3. The requisition indicates the individual's name, course assignment, amount of pay (in accordance with the current established Adjunct Compensation Scale), and FICA amount. The requisition also indicates the source of funds for the position, which is the College's Adjunct Unallocated Budget unless otherwise noted. Adjunct hires that are to be charged back to a UMW program, other than the department in which the course is taught, (e.g. the Director of First Year Experience) as well as external grants and/ or awards (such as a Jepson or a Waple) are noted on the requisition in the column marked "Budget Office notes."
4. When all part time faculty teaching in a College for a given semester have been determined, the completed spread sheet is signed by the Dean and is sent to the Office of Human Resources, Payroll Office, and the Budget Office.
5. The Office of Human Resources uses the requisition to add persons to the state payroll system. The Budget Office allocates funds to the departments that have hired adjuncts (or where the course costs are to be allocated). The Budget Office also prepares a summary of expenses for the semester, broken down by department, program, and College.
6. Changes to the part time requisition are sent to the Payroll, Budget Office and Office of Human Resources via email as needed.

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\*The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that the institution justify and document the qualifications of its faculty members (*Principles of Accreditation*, Standard 6.2.a). The SACSCOC guidelines on Faculty Credentials state that:

- **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 related discipline.

Individuals explicitly meeting Standard 6.2.a 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 Standard 6.2.a 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.