

## **Qualifications, Expectations, Duties, Requirements, Compensation and Incentives for Adjunct Faculty**

Chairpersons of Divisions will identify and recommend to the appropriate vice president adjunct faculty to fill vacancies and meet changing enrollment demands within each area of instruction or academic support. Adjunct faculty must meet the minimum qualifications and requirements as outlined in Board Policy 05.02.04.

### Adjunct Faculty Expectations, Duties, Requirements and Compensation

Adjunct faculty will:

1. Teach course(s) in accordance with the requirements as detailed in the course descriptions and outlines.
2. The expectation for adjunct faculty members, as with all faculty members, is that for every hour an adjunct faculty members spends teaching in the classroom, an additional hour is spent outside of the classroom in preparation for teaching as well as grading, assessing student work, working with students, etc.
3. Develop a syllabus for each course taught which shall include an outline of course goals, methods of instruction, course content, reading materials, grading practices, and attendance policy. The syllabus will be distributed to each student in the course during the first week of classes.
4. Administer a final examination in each course taught during the designated final examination period.

5. Submit final grades to the Vice President for Academic Services.
6. Be reasonably available for individual student consultation.
7. Be subject to evaluation in a timely fashion as determined by administration.
8. Conduct student evaluations in each course in accordance with College procedures.
9. Be ineligible for College benefits, except as provided by law.
10. Be paid a rate established by the Board of Trustees and reviewed upon the recommendation of the President.
11. Receive a corresponding reduction in pay for absences from class and for whom a substitute instructor is assigned.
12. Be subject to Board Policy 05.02.06 covering oral English language proficiency.

### Adjunct Faculty Incentives

Adjunct faculty will:

1. Be invited, if selected by their Division Chair, to participate in the graduation ceremony, including the wearing of cap and gown.
2. Receive a tuition waiver, upon request, equal to the credit hours of the course(s) taught, not to exceed three semester hours per semester. This tuition waiver is nontransferable and covers only tuition. Each adjunct faculty is responsible for all fees associated with the course. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.

3. Be included in faculty development and in-service activities.
4. Be included in an adjunct faculty recognition program.
5. Receive, upon request, a season pass to athletic events.

#### Non-Paid Clinical Instructors/Supervisors Incentives

Non-paid clinical instructors/supervisors will:

1. Be eligible for a one-semester-hour, nontransferable tuition waiver upon request for 120 clock hours of non-paid clinical supervision provided at a clinical site per year. Clinical instructors/supervisors are responsible for all registration and course fees. The waiver must be requested within one calendar year of the semester or term in which the waiver credit was earned.
2. Be eligible to receive a token of appreciation for supervising less than 120 clock hours at a clinical site per year.

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