

## 12.99.99.R0.10 Adjunct Faculty Appointments

Approved October 1, 2013  
Revised April 11, 2016  
Next Scheduled Review: April 11, 2021



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### Procedure Statement

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Texas A&M University-Commerce will provide equal opportunity to all employees, students, applicants for employment and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status.

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### Reason for Procedure

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This procedure provides guidance in complying with federal and state employment laws and regulations as directed by The Texas A&M University System with regard to adjunct faculty appointments.

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### Procedures and Responsibilities

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- 1 Adjunct faculty are an integral part of the university's faculty.
- 2 Academic departments shall follow A&M-Commerce *Hiring Procedures and Guidelines* when searching for and hiring adjunct faculty.
- 3 Qualifications of adjunct faculty must be consistent with those of full-time faculty. For example, should hold a minimum of a master's degree and should have completed a minimum of 18 graduate hours in the subject field to be taught. They must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same discipline. Exceptional and unusual cases must be justified in advance of hiring.
  - 3.1 In exceptional cases, content experts with outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified on an individual basis with documentation on file showing how the experience relates to the specific course being taught. Examples of appropriate documentation of outstanding professional experience or contribution to the discipline may include official transcripts; official documentation of professional and work experience, technical and performance competency; records of publication, certifications, and other qualifications (i.e. CPA licensure, etc.).

- 3.2 In unusual cases, there may be an occasion when a new discipline is in its formative stage in higher education and there are no faculty available with academic credentials in the discipline. In either case, evidence of competence or academic credentials other than the required degree for the discipline must be documented.
- 3.3 Faculty files in the Provost Office must include the institution's evaluation of how the faculty member's credentials qualify him/her to teach courses in compliance with SACSCOC criteria. In establishing justification:
  - 3.3.1 Note courses taught.
  - 3.3.2 Note formal academic preparation.
  - 3.3.3 Note justification.
  - 3.3.4 Explain how justification relates to courses taught.
- 4 Adjunct faculty should be paid according to the college and school rates set per discipline for undergraduate and graduate courses. Provisions for rate increases for exceptional individuals may be considered upon completion of ten (10) successful semesters at the recommendation of the Department Head to the Dean or Director. Rate increases are subject to available funding.
- 5 Upon employment, all new adjunct faculty should receive a copy or online version of the Faculty Handbook, and be oriented to the department and assigned teaching responsibilities by the department head who supervises them.
- 6 Adjunct faculty will be asked to maintain records such as grade books, student attendance reports, class handouts, and course syllabi. These records are to be left with the department head at the end of term.
- 7 Adjunct faculty should be evaluated in their assigned responsibilities by the same policies and procedures as apply to full-time faculty.
- 8 Adjunct faculty should be integrated into department functions. They should be invited to attend faculty meetings and encouraged to participate in extracurricular activities.
- 9 Adjunct faculty members should provide reasonable opportunities to meet with students and colleagues outside of class times. The office hours for those teaching online can be virtual and available upon request.
- 10 The teaching workload for adjuncts will be calculated at 0.0666 per semester credit hour (or 20% per 3 SCH course) for undergraduate and graduate courses, and is applicable for all terms (Fall, Spring, Mini Session, and Summer Terms). The teaching workload for four undergraduate courses or three graduate courses per semester for full-time faculty does not apply to adjuncts since they are not required to engage in scholarship, research, or creative activities, and are also not required to engage in service.

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## **Related Statutes, Policies, or Requirements**

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System Policy [01.03 Appointing Power and Terms and Conditions of Employment](#)

System Policy [25.07 Contract Administration](#)

System Regulation [33.99.01 Employment Practices](#)

System Regulation [33.99.05 Part-time Employment](#)

University Procedure [12.99.99.R0.11 Annual Evaluation of Adjunct Faculty and Graduate Assistants with Teaching Responsibilities](#)

[Hiring Procedure and Guidelines](#)

University Procedure [33.99.99.R0.01 Office Hours](#)

Supersedes University Procedure [01.03.99.R0.03 Adjunct and Part-Time Faculty Appointments](#)

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## **Contact Office**

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