

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2250**

**SUBJECT:** Hiring Adjunct Faculty

**REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*, West Virginia Code 18-7A-35b (e), SCP-2580, *Part-time Employees: Classified Staff and Adjunct Faculty*

**ORIGINATION:** November 1, 1984

**EFFECTIVE:** November 1, 1984

**REVIEWED:** November 21, 2011

**SECTION 1. PURPOSE**

1.1 To establish rules for hiring part time (adjunct) faculty.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy applies to all academic supervisory personnel in employing part-time (adjunct) faculty.

**SECTION 3. DEFINITIONS**

3.1 Adjunct faculty are defined in SCP-2580 as part-time, non-tenure track faculty who do not meet the definition of full-time, temporary, or term appointment faculty as defined in Title 135 Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion and Tenure*.

**SECTION 4. POLICY**

4.1 The assignment of adjunct faculty members shall be made by the Department\_Chairs subject to review and approval by the Chief Academic Officer. All adjunct faculty shall be selected through a systematic process designed to employ the most qualified person while adhering to affirmative action and minimum qualification guidelines.

4.2 Adjunct faculty shall be used to supplement, not supplant, a full-time instructional staff.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 Adjunct faculty may teach a maximum of nine (9) credit hours per semester.

- 6.2 “Early Incentive Retirees” (retired between 4/1/88 and 6/30/89) from the West Virginia Consolidated Public Retirement Board Programs may teach a maximum of twelve (12) credit hours per semester without temporary loss of retirement benefits. This provision is provided in West Virginia Code for only adjunct instructors at Southern West Virginia Community and Technical College and West Virginia Northern Community and Technical College. The statute does not apply to any other retirees.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 7.1 The following steps are required for the selection and assignment of adjunct faculty:
- 7.1.1 The Chief Academic Officer, working with the appropriate Department Chair shall determine if full-time faculty and instructional staff are being fully utilized prior to hiring adjunct faculty to teach any specific course(s).
  - 7.1.2 If the full-time faculty member is not available, then the Chief Academic Officer, working with the Department Chair, shall solicit applications, using prescribed guidelines as to affirmative action and pre-established minimum qualifications.
  - 7.1.3 Upon receiving the applications, the Human Resources Office shall forward these to the Chief Academic Officer who shall confer with the appropriate Department Chair to select the person(s) best qualified to instruct the course(s).
  - 7.1.4 An adjunct faculty agreement shall be developed and given to the adjunct faculty member by the Department Chair. Conditions relative to the number of class meetings required, dates, remuneration and pay frequency shall be specified in the agreement. Signed copies shall be retained in the adjunct faculty member’s file, located in the Human Resources Office.
  - 7.1.5 Department Chairpersons shall be responsible for having the instructor complete the Personnel Data Sheet (PDS), the I-9 Employment Verification form, and the IRS Personal Withholding Certificate (W-4 Form) which shall become part of the adjunct faculty member’s file. The Department Chairperson is responsible for ensuring all forms and documents are completed in accordance with applicable rules, regulations, and laws.
  - 7.1.6 The standard rate of pay for adjunct faculty shall be consistent for all adjunct faculty.
  - 7.1.7 This rate shall be based on the assumption that the instructor will meet all sessions of the assigned class during the semester of employment.
  - 7.1.8 Exceptions to the standard rate of pay are:
    - 7.1.8.1 Reduction in salary for class sessions canceled because of instructors absence.
    - 7.1.8.2 Reduction in salary for courses that do not meet enrollment standards.
    - 7.1.8.3 Reduction in salary for not meeting the terms of the adjunct faculty agreement.
    - 7.1.8.4 Increase in salary if extenuating circumstance’s warrant (e.g., excessive travel).
  - 7.1.9 The Chief Academic Officer shall adjudicate salary rates.

- 7.1.10 Department Chairpersons shall
  - 7.1.10.1 collect PDS's for all adjunct faculty,
  - 7.1.10.2 collect IRS Withholding Certificates,
  - 7.1.10.3 original adjunct faculty agreements and insure their completeness,
  - 7.1.10.4 complete adjunct faculty payroll cover sheets, and
  - 7.1.10.5 forward completed forms to the Human Resources Office.
- 7.1.11 These data must be received no later than two weeks following the first day of classes. The Chief Academic Officer will approve and sign all adjunct faculty agreements.
- 7.1.12 The Chief Human Resources Officer shall direct the Payroll Representative to use the information provided to generate the adjunct payroll.

**SECTION 8. CANCELLATION**

8.1 None.

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**                      None

**Distribution:**                      Board of Governors (12 members)  
 www.southernwv.edu

**Revision Notes:**                      Policy Reviewed January 5, 2007  
 November 2011 – Policy reviewed and updated to reflect current practices and titles.