

# OREGON INSTITUTE OF TECHNOLOGY

## Adjunct Faculty OIT-20-011

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### Intent

Adjunct faculty have a direct and extensive impact on the quality of academic programs. This policy sets guidelines regarding the rights and responsibilities of adjunct faculty with respect to OIT as well as OIT's responsibilities to adjunct faculty. The policy addresses the following topics:

- definition of adjunct faculty,
- hiring process,
- curricular load and departmental support,
- performance evaluation and re-appointment,

### Definition of Adjunct Faculty

Adjunct faculty are defined as any teaching faculty who **do not** hold a budgeted, departmental, FTE position. Adjunct faculty are typically paid on a per-course basis and they are distinguished from part-time faculty, who do hold a budgeted, departmental position of less than 1.0 FTE. Adjunct faculty do not accrue credit toward promotion in rank or tenure.

Adjunct faculty may be employed on OIT campuses, teaching in traditional class room settings, or by Distance Education. [Refer to Distance Education Guidelines on Faculty Compensation.] This policy refers only to adjunct faculty teaching on one or more of the OIT campuses.

### Hiring Process

1. Departments that routinely use adjunct faculty or anticipate needing part-time replacements will actively search for qualified personnel. The department chair or designee will conduct the search.
2. Applicants for adjunct positions at OIT must complete the Oregon University System application form and provide a resume including at least three references. Applicants for adjunct positions at OIT will meet minimum standards for academic qualifications and experience as set by the responsible academic department. A bachelor's degree (or equivalent credentials) is required of all adjunct applicants, and a Master's degree is preferred. Some departments may require a minimum of a Master's degree in an appropriate subject area.

Applicants must provide documentation of their qualifications by submitting official transcripts of college and postgraduate work. Copies of certificates and registrations may also be required.

3. Credentials of applicants in the adjunct pool will be evaluated by the Department Chair or designee in consultation with members of the department. It is the responsibility of the department to recommend a qualified applicant to the school Dean and the Provost for approval. If an acceptable candidate cannot be found, the course may be canceled or offered to a full-time faculty member. If hiring occurs during the time when department faculty are unavailable for consultation, the chair or designee will recommend appointments to the school Dean and the Provost.
4. Upon receipt of the departmental recommendation, the Provost will issue a letter of intent to the potential adjunct faculty person. This letter will offer teaching assignments contingent upon student enrollment. Contracts cannot be guaranteed prior to the first week of classes as the offering of classes is dependent upon enrollment and other departmental staffing considerations.
5. Cancellation of appointment may be required if there is insufficient demand for the course(s).

#### Curricular Load and Departmental Support

1. An adjunct faculty member with other full-time employment may teach up to 8 workload hours or 12 contact hours per term. An adjunct faculty member without other full-time employment may teach up to 12 workload hours or 18 contact hours per term.
2. The Department Chair or designee will:
  - mentor the adjunct faculty member,
  - provide the adjunct faculty member with curriculum information: course content and goals, textbooks, course descriptions, and any other appropriate materials,
  - provide or assist in obtaining necessary keys, copier access, supplies, and media services, and
  - ensure that student texts and supplemental materials are available in the bookstore.

Performance Evaluation

Adjunct faculty are important and valued contributors to OIT's teaching mission. They represent the institution to the students in the classroom and online. Recruiting, evaluating, and retaining excellent adjunct faculty is in the best interests of OIT and its students. A formal process of evaluation and review for adjunct faculty is critical to the quality of teaching at OIT.

1. Adjunct faculty must administer student numerical and written evaluations in all classes every term.
2. The student numerical evaluations will be included in the annual performance evaluation by the Department Chair or designee. Adjuncts will receive a written annual performance evaluation (APE-A, see attachment). These evaluations will be discussed with the adjunct faculty member. Performance evaluations are confidential and will be placed in the adjunct's personnel file.
3. Re-appointments of adjuncts will be made on the basis of need, performance evaluations, and length of service.
4. Non-renewal of appointment may be required if there are instructional deficiencies.

Recommended by:

Faculty Senate – 11/29/01; rev. 12/01/09  
President's Council – 01/29/02; rev. 04/14/10

Approved:   
Christopher G. Maples, President

Date: \_\_\_\_\_  
August 13, 2010

Attachment: Annual Performance Evaluation Form for Adjunct Faculty (APE-A)