

MOUNTWEST COMMUNITY & TECHNICAL COLLEGE

POLICY #H-19 - Adjunct Faculty Qualifications, Appointments and Instructional Load (Part of Faculty Personnel Policy)

SECTION 2.1. GENERAL AUTHORITY

- 2.1.a. This policy defines the role, conditions of employment and appropriate assignment of part time faculty members at Mountwest Community and Technical College
- 2.1.b. **AUTHORITY:**
TITLE 131: Procedural Rule, State College System of West Virginia Board of Directors;
Series 25: Productivity of Faculty and Administrators and Employment of Adjunct Part-Time Faculty. February 24, 1996.
- 2.1.c. Effective Date: May 2005
Supersedes: Internal documents based on Title 131 and Series 25

SECTION 2.2. DEFINITIONS

- 2.2.a. The term “adjunct faculty” refers to instructors who are employed to teach one (1) or more courses, not to exceed a total of seven (7) or eight (8) undergraduate hours for a designated semester with no commitment on the part of the college for subsequent employment.
- 2.2.b. The term “adjunct faculty” may also refer to unpaid volunteers with a courtesy title or instructors employed by a partner institution holding a courtesy unpaid appointment with the College. These appointments may be for an extended period of time and are subject to College review and approval.

SECTION 2.3. QUALIFICATIONS

- 2.3.a. Adjunct faculty teaching transfer coursework will have fifteen to eighteen (15-18) transcribed graduate credit hours in the content area. A Masters degree is the degree of preference for College adjunct faculty teaching transfer level coursework.
- 2.3.b. Adjunct faculty teaching occupational coursework will have fifteen to eighteen (15-18) transcribed graduate credits in the content area or a Bachelors degree and three (3) years of relevant occupational experience and/or relevant industry certifications and/or teaching experience or an Associate degree and three to five (3-5) years of relevant occupational experience and/or relevant industry certifications and/or teaching experience. A Masters or Bachelors degree are the degrees of preference for College adjunct faculty teaching occupational coursework.

2.3.c. A Faculty Development Plan will be developed and submitted to the office of Academic Affairs each semester of hire for any adjunct faculty holding less than a Bachelor's degree to include an assigned full time faculty mentor, plan for development of classroom pedagogic and classroom management skills, as well as plan for progress toward completion of a higher degree.

2.3.d. Professionally related experience may be considered when evaluating an adjunct faculty's qualifications for appointment in lieu of graduate degree preparation, particularly in occupational program areas.

SECTION 2.4. FACULTY APPOINTMENTS

2.4.a. Adjunct faculty are appointed and employed to teach one (1) or more courses, not to exceed a total of seven (7) or eight (8) undergraduate hours for a designated semester with no commitment on the part of the college for subsequent employment.

2.2.b. Adjunct faculty may also be unpaid volunteers with a courtesy title or instructors employed by a partner institution holding a courtesy unpaid appointment with the college. These appointments may be for an extended period of time and are subject to college review and approval.

SECTION 2.5. INSTRUCTIONAL LOAD

2.4.a. College adjunct teaching faculty will not exceed a seven to eight (7-8) credit hour teaching load per semester. Adjunct faculty workload shall be calculated in terms of credit hours taught for lecture and contact hours for laboratory courses. Section sizes should generally be no larger than 30-35 students. Adjunct faculty may be hired to teach on campus or off campus. On line coursework counts toward total credit teaching workload per semester. Dual credit and third-party coursework does not count toward total adjunct teaching workload per semester. Division Directors/Associate Deans are responsible for maintaining adjunct teaching workload within stipulated limits.

2.4.b. Overload requests should be made only when necessary, and will not be approved for two subsequent semesters for any individual adjunct faculty member. Overload requests must be submitted to and approved by the Office of Academic Affairs.

2.4.c. Adjunct pay scales are based on academic credentials and workforce certifications that are applicable to effective teaching of course content.

Revised:

Approved: May 2005