

(A) Description of role

- (1) “Adjunct faculty” means any instructional, counselor, or librarian employee hired on a temporary and part-time basis.
- (2) Adjunct faculty will be employed only on a limited, non-continuing basis for any one or two semesters or assignments during one academic year.
- (3) Adjunct faculty are not eligible for advancement in rank, professional improvement leave, tenure, seniority, any special consideration or credit toward subsequent employment, or any other privilege or benefit related to College employment unless expressly granted in a contract or in section (E) of this procedure.
- (4) Adjunct faculty are responsible for instructing and/or rendering other non-instructional services to the College and the activities directly related to instruction or other non-instructional services including, but not limited to, classroom instruction, customized course development, course preparation and evaluation, serving as College librarian, counseling students and attending conferences called by the College, including departmental meetings.

(B) Recruitment of adjunct faculty: As faculty recruitment needs are identified, administrators responsible for hiring adjunct faculty will follow the adjunct faculty employment protocol including use of internal electronic website, newspaper advertisements, and related postings to realize attract a diverse pool of adjunct faculty applicants. Applicant file information is to be shared among College units responsible for hiring adjunct faculty by both print and electronic means for the purpose of improving the recruitment process.

(C) Hiring criteria

- (1) All faculty and instructors of credit offerings at the College, including traditional, College Credit Plus and contractual programs, must have appropriate credentials that are in accordance with the requirements of the applicable regional and national accrediting bodies. The College will verify faculty qualifications by evaluating the credentials and professional history of both individuals applying to open faculty positions as well as current faculty members.
- (2) General Coursework, Programs, Disciplines: Faculty teaching general education courses or other non-occupational courses, as defined by the Higher Learning Commission’s Guidelines on Faculty Qualifications, must hold a master’s degree or higher in the discipline or sub-field from a regionally accredited institution. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is assigned to teach, that faculty member should have completed a minimum of eighteen (18) graduate credit hours in the discipline or subfield in which they are assigned.

- (3) Career, Technical and Workforce Coursework, Programs, Disciplines: Faculty teaching in career and technical courses, college-level certificate courses, and occupational associate's degree programs, as defined by the Higher Learning Commission's Guidelines on Faculty Qualifications, must hold a bachelor's degree in the field from a regionally accredited institution and/or a combination of education, training and tested experience. Faculty in accredited career and technical programs must also hold the minimum qualifications established by the relevant accrediting agency.
  - (4) In cases where a course meets the requirements of both occupational and non-occupational as defined by the Higher Learning Commission's Guidelines on Faculty Qualifications, the College will apply the more stringent qualification standard.
- (D) Individuals applying for positions as faculty and/or instructors at the College as well as current College faculty and instructors must submit all documentation demonstrating they meet the credentialing qualifications to teach within their discipline(s) at the time of hire or as requested to the Office of Human Resources. All documentation submitted to the Office of Human Resources should reflect the current status of the individual's credentials. Documents that demonstrate credentialing qualifications include, but are not limited to, official academic transcripts, copies of current licenses or credentials as appropriate, CV/resumes, and documentation of relevant work experience when necessary. When appropriate, documents should demonstrate licensure renewals or additional degrees.

(E) Exception Process

- (1) Circumstances may arise in which the College determines it is beneficial to hire or assign an adjunct faculty member or instructor with specific experience that, when combined with educational credentials, provides an equivalent level of expertise to teach the assigned course. The College may grant an exception to the criteria in section (C) of this procedure if:
  - a. An individual possesses the necessary breadth and depth of tested experience outside of the classroom in a real world situation that is relevant to teach within the discipline(s).
  - b. The College defines tested experience as:
    - i. Appropriate, related, and germane work experience (at least five (5) years of full-time experience) that is relevant to the discipline in which the individual is teaching; or
    - ii. Appropriate, related, and germane professional accomplishments relevant to the discipline in which the individual is teaching. Examples of professional accomplishments include, but are not limited to, artistic exhibitions, performances in high-profile venues, publications, research, awards, certifications, and licensure; or

- iii. A combination of work experience, professional accomplishments, and/or previous college level teaching experience. The Higher Learning Commission does not recognize previous teaching of a course as equivalent teaching experience.
- (2) An Associate Dean, on behalf of the adjunct faculty member or instructor who wishes to request a credentials exception based on tested experience, must complete and submit a “Faculty Credentials Exception Form.” The Associate Dean seeking the exception must submit this form and all necessary supporting documentation to the Academic or Centers of Excellence Dean for review and approval or rejection. After review, if approved, the Academic or Center of Excellence Dean will forward the form and documentation to the appropriate Campus President for review. If approved by the Campus President, the Campus President will forward the form and documentation to the Provost for review and determination. The Provost’s determination is final.
  - (3) After review by the Provost, the Associate Dean seeking the exception must submit an approved Faculty Credentials Exception Form to the Office of Human Resources prior to the individual’s assignment to the course requiring the exception.
- (F) Appointment Considerations
- (1) Employed full-time by another employer
    - (a) An individual employed full-time (defined as employment for thirty seven and one-half hours a week) may be appointed to perform direct instruction or other non-instructional assignments or services as a counselor or librarian for compensation equivalent to the dollars earned by rendering professional services for a maximum of 7.65 Equated Semester Units or one course in a standard semester, or the dollar equivalent, or 15.3 Equated Semester Units, or the dollar equivalent, within any one standard academic year (fall, spring) through a combination of instructional sections or non-instructional assignments.
  - (2) Employed full-time with the College in the classifications of Administrator, Professional, and/or Staff
    - (a) Based on the need of the academic area, and with the written approval of his/her immediate supervisor and the local academic dean or director, a full time College employee (defined as employment for thirty seven and one-half hours a week) may teach no more than one (1) course in any given semester. However, if the academic area must offer a course to fulfill students’ needs that a full-time faculty member or external adjunct is not available to teach, that employee may be approved for more than one (1) course during a semester with detailed justification for the exception and campus president’s approval. However, at no time shall a full-time College employee teach more than 7.65 ESU’s in a particular term or 15.3 ESU’s in a given academic year (fall, spring).

- (b) During the summer session, the College full-time administrator/professional or staff employee shall be limited to one course in each non-overlapping term.
    - (c) Such teaching assignment(s) shall be completed outside the full-time employee's work assignment with the College.
  - (3). Not employed full-time by the College or by another employer: An individual not employed full-time (defined as employment for thirty seven and one-half hours a week) at the College or elsewhere may be appointed to perform direct instruction or other non-instructional assignments or services as a counselor or librarian equivalent to the dollars earned by rendering professional services for a maximum of 12.6 Equated Semester Units in a standard semester, or the dollar equivalent, or 25.2 Equated Semester Units, or the dollar equivalent, within any one standard academic year (fall, spring) through a combination of instructional sections or non-instructional assignments.
  - (4). The administrator responsible for employing adjunct faculty at each campus is responsible for determining that the maximum number of Equated Semester Units per academic semester and year (fall, spring) or the equivalent dollar amount is not exceeded. The office of academic and student affairs has the responsibility of accurately reporting to campus administrators responsible for hiring full-time faculty and adjunct faculty the cumulative credit and non-credit teaching or other professional assignments of adjunct faculty prior to the end of each semester within an academic year.
- (G) Compensation of adjunct faculty members will be at the salary rate designated by the Board. Adjunct faculty members who teach part of a term will be compensated on a pro rata basis.
- (1) No fringe benefits or any other supplementary employment benefits shall be provided to adjunct faculty unless expressly granted by the board.
  - (2) Contribution to the "State Teachers Retirement System" is required by the state of Ohio for all adjunct faculty.
  - (3) Adjunct faculty and their dependents may be eligible for additional benefits under the College's remission of fees procedure.
- (H) Absence reporting obligations
- (1) Adjunct faculty members must report to the appropriate administrator any necessity to be absent from a scheduled class time, prior to the absence (when possible).
  - (2) Alternative arrangements (i.e. out of class assignment, online assignment, substitute) are to be approved by the appropriate supervising administrator.
  - (3) Absence from a scheduled class period, may result in a deduction from the adjunct faculty member's compensation.

(I) Needs of the College

- (1) Appointments may be terminated at any time by the College without any liability to the employee, except for payment for services rendered, in the event the College finds:
  - (a) Insufficient enrollment for the class section(s).
  - (b) Insufficient enrollment of class section(s) assigned to full-time instructors (full-time continuing faculty). In the event a full-time instructor does not have sufficient class section assignments to fulfill the full-time contract, class section(s) assigned to an adjunct faculty may be reassigned to a full-time faculty member.
  - (c) Insufficient need for instructional or non-instructional services, as determined by the appropriate administrator.
- (2) A payment of fifty dollars per person per semester will be made to each adjunct faculty who is conditionally employed but whose employment is not required because of cancellation of an assignment and who is not otherwise employed by the College.

(J) Responsibility

The President or the President's designee is hereby directed to take all steps necessary and appropriate for the implementation of this procedure.

Effective date: January 1, 2018

Prior effective date: April 4, 2016

Procedure amplifies: 3354:1-40-01