ADAMS STATE UNIVERSITY
Part III: Academic Policy
Chapter 100-10: Undergraduate Academic Policies: Faculty Policies

Policy Number: 100-10-09
Subject: Temporary Faculty Hiring & Evaluation Policy (UG & Grad)
Effective Date: Revised July 14, 2021
Supersession: N/A
Office of Primary Responsibility: Office of Academic Affairs

Policy Statement

Adams State University required that all temporary faculty hires including visiting instructors / professors, and adjunct / contingent faculty meet the faculty qualifications criteria set out in policy #100-10-10 and #150-10-04. Additionally this policy sets out the procedures for hiring temporary faculty, and for evaluation and rehiring of individuals based on specific expectations. Instructors hired as temporary faculty are employed for the course(s) and time period specified and should have no expectation of future employment regardless of performance. All temporary full time hires such as visiting and instructor positions must have VPAA approval. Adjunct hires and rehires are at the discretion of the School Director, however, the VPAA, or designee, holds the right to deny a PCR for any adjunct hire requested.

Initial Hire
All Visiting positions are initiated by the Office of Academic Affairs, in consultation with the School Director, via an offer letter that establishes the conditions and terms of the offer. The Academic department initiates the initial hire of adjuncts in accordance with the relevant faculty qualifications. Visiting instructors / professors and adjunct / contingent faculty, regardless of their location or the teaching modality are expected to comply with all the rights and responsibilities of faculty (Policy #100-03-03) in carrying out the teaching assignment. Hires within Extended Studies are initiated by that office in consultation with and ultimately the approval of the appropriate School Director, and the Office of Academic Affairs.

Subsequent Contracts
In the event that the academic program continues to have need of adjunct / contingent instructors, they may elect to offer subsequent contracts, limited to no more than 1 semester at a time, to instructors who have previously taught for ASU. Such an offer is dependent on satisfactory performance by the adjunct / contingent faculty member in question. Satisfactory performance should be assessed by one or more of the following methods:

- Student course evaluations, including comments (completed by students each semester) & other student feedback
- Review of course syllabi (completed by department chairs each semester)

- Mid-semester review of online courses and demonstration of adequate faculty / student interaction (required for all online instructors)
- Classroom observations
- Peer review
- Review of teaching materials, assignments, student performance, etc.

While the only formal evaluation methods expected for all adjunct faculty are course evaluations and a review of their syllabi, as well as a mid-semester course review for online courses, adjuncts may request a more formal evaluation from their School Director and/or program chair. Additionally academic departments may choose to establish a formal evaluation process for adjunct / contingent faculty as a condition of employment. Adjuncts with satisfactory teaching performance should hold no expectation of subsequent employment.

Purpose

The purpose of this policy is to define how and when adjunct faculty can be hired and to specify expectations and terms for subsequent employment.

Definitions

A. Adjunct Instructor / Faculty: An individual hired to teach 1 or more courses on a temporary basis, usually part-time. Also referred to as contingent faculty.

B. Associate/Assistant Vice President for Academic Affairs (AVPAA): The administrator responsible for oversight of the Office of Academic Affairs adjunct budget.

C. Extended Studies Letter of Agreement: Agreement detailing Extended Studies adjunct instructor duties, responsibilities, and remuneration.

D. Non-Tenure Track Faculty: Full time faculty on a renewable annual contract or multi-year contract.

E. Personnel Contract Recommendation (PCR): The form used to generate an employment contract that specifies rate of pay, courses taught and duration of the contract.

F. Program Chair: The faculty member responsible for the administrative oversight of an academic department.

G. School Director: The administrative head overseeing an academic unit housing multiple academic programs that have broad disciplinary connections.

H. Teaching Modality: The instructional method used to deliver the class such as face-to-face, hybrid, online, or correspondence.

I. Vice President for Academic Affairs (VPAA): The administrator responsible for oversight of the Office of Academic Affairs, and all administrative functions related to academics.

J. Visiting Instructor / Professor: An individual hired to teach a full course load on a temporary basis not to exceed 2 semesters.

Procedures

A. The School Director or program chair will determine each semester the courses that will be taught by visiting and adjunct instructors, and will verify that adequate budgetary resources are available to cover instructor salaries. If funding comes from the Office of Academic Affairs adjunct budget the department chair will seek approval from the AVPAA.

B. Once funding is confirmed, the School Director or program chair will identify qualified individuals and assign course(s) to them. The academic department will submit a PCR to the Human Resources Office, which identifies the CRNs of each course to be taught, the salary and the budget code from which the salary will be paid. If it is the initial hire for the specified adjunct the School Director must ensure that the PCR is accompanied by the required paperwork:

   - W-4 form
   - I-9 form
   - PERA form
   - Copy of driver's license
   - Social security card

C. For Extended Studies, the appropriate School Director will approve qualified individuals and assign course(s) to them. The Office of Extended Studies will collect the following documents from the potential adjunct instructor and process:

   - W-4 form
   - I-9 form
   - PERA form
   - Copy of driver's license
   - Social security card
   - Course initiation form

   Upon full course development and approval through the Extended Studies quality assurance review and approval process, an Extended Studies Letter of Agreement will be executed between the adjunct instructor and Adams State University.

D. If it is the initial hire the proposed adjunct faculty member is responsible for submitting copies of all college level transcripts and a current CV to both the School Director and the Office of Academic Affairs. These should accompany the PCR and required paperwork. Extended Studies adjunct faculty members are responsible for submitting copies of all college level transcripts and current CV to the Office of Extended Studies. After the initial hire the adjunct faculty member is only required to submit these documents if and when they have new information.

E. Upon receipt of the transcripts and CV, the Office of Academic Affairs will create a file for the faculty member. This file may be either physical or digital. Physical files will be stored in the President's Office and any subsequent personnel actions will be added as relevant, including, but not limited to: contracts, evaluations, complaints, new transcripts and updates to the CV. Digital files will be kept in a shared drive folder accessible by authorized staff in the Human Resources Office, the Office of Academic Affairs and the Office of the President.

The Office of Extended Studies will maintain parallel files on faculty hired through their office.

F. Human Resources will route the PCR to the appropriate administrators for approval and will generate the employment contract.

G. The visiting or adjunct instructor will teach assigned courses according to the expectations of the academic department.

H. The School Director, or graduate program director, will review all instructor syllabi to ensure that required content and student learning outcomes are being met.

I. The School Director and/or Instructional designers in the Academic Instructional Technology Center (AITC) will review all active online classes during the semester in which they are taught to ensure expectations are being met.

J. Students will be given the opportunity to evaluate every course, including those taught by visiting and adjunct instructors.

K. School Directors may elect to evaluate temporary faculty using additional formalized methods, and temporary faculty may request additional evaluation methods.

L. School Directors may elect to rehire adjunct faculty provided they have satisfactory evaluations and the program has courses available to teach for which the individual is qualified. There is no obligation for a department chair to rehire an adjunct faculty member.

Responsibility

A. It is the School Director’s responsibility to ensure that adjunct faculty are qualified.

B. It is the responsibility of the School Director to ensure that the budgetary resources required to hire the adjunct faculty are available, whether from their own budgets or other institutional budgets.

C. It is the academic school’s responsibility to complete a PCR and all required paperwork and submit it to the Human Resources Office.

D. It is the responsibility of the Human Resources Office to route the PCR to the appropriate signatories and to generate a contract.

E. It is the adjunct faculty member’s responsibility to provide transcripts and a CV to the academic school and to the Office of Academic Affairs, or to the Office of Extended Studies.

F. It is the adjunct faculty member’s responsibility to teach the course(s) in accordance with the expectations of the academic program.

G. It is the School Director or program chair's responsibility to review course syllabi and ensure that content and student-learning outcomes for the course are being covered.

H. It is the School Director’s or AITC’s responsibility to review all online courses at approximately mid-semester to ensure that expectations, including those for faculty / student interaction, are being met.

I. It is the responsibility of the Director to determine if additional evaluation methods will be required by the school.

J. It is the responsibility of the faculty member to request additional evaluation methods if they choose.

K. It is the responsibility of the Office of Academic Affairs to ensure that students have the opportunity to evaluate each of their courses every semester.

L. It is the responsibility of the School Director to determine whether subsequent employment will be offered to the adjunct faculty member, pending available courses.

Authority

Office of Academic Affairs

Related Policies

N/A

Related Stakeholders for Policy Review

N/a

History

Cabinet Approved: April 18, 2017
Revised July 14, 2021

Attachments

N/A