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## EMPLOYMENT OF PART-TIME ADJUNCTIVE FACULTY

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**PURPOSE:** To establish the procedures to be used in the employment of part-time adjunctive faculty. Part-time adjunctive faculty are not eligible for full-time benefits and may not teach twelve or more credit hours per semester in the Fall and Spring semesters of the same academic year.

**Procedure:**

The appointment of part-time adjunctive faculty for full-semester assignment will be conducted in the following manner:

1. The Letter of Appointment will be originated by the department chair.
2. The completed Letter of Appointment for part-time adjunctive faculty will be submitted to the office of the dean for approval. The dean will forward the letter to the Dean of Extended Studies (if position is funded from part-time funds) and/or the Provost.
3. After signature by the Provost and Vice President for Academic Affairs, the letter is forwarded to the faculty member for signature and returned to the department chair.
4. The department chair will distribute copies as indicated on the form.
5. The Letter of Appointment covers one full semester only and termination at the end of the semester is automatic.

If it is necessary to provide for special extra pay (research, honorarium, etc.), or if it becomes necessary to terminate a person who has a Letter of Appointment before the semester is over, these actions must be handled by use of the [Employment Action Form](#).