
ADJUNCT FACULTY RESPONSIBILITIES AND PRIVILEGES

PURPOSE: To establish the titles, duties, responsibilities, and privileges of faculty under temporary appointment either full-time or part-time.

I. Policy Statement

Persons may be temporarily appointed to adjunct faculty positions as described below. The exact nature of this appointment will be contained in the appointment document. Adjunct faculty do not have the traditional tenure-track ranks of official faculty, are not eligible for tenure or continuing appointment, and have no right of notice of termination. Most adjunct faculty positions are salaried through the University, but the terms of the compensation, if any, will be covered in the appointment document (see BSU 4220).

A. Lecturer:

A person may be appointed to the position of lecturer for the specific purpose of classroom teaching and for the performance of duties associated with the classroom teacher. A lecturer shall be appointed for a specific length of time not to exceed one (1) academic year. A lecturer may be reappointed.

B. Visiting Professor:

A person may be appointed to the position of Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor for the purpose of performing duties of an Official Faculty member on a temporary basis. This position could be used to fill a vacancy created when an Official Faculty member is on leave, an Official Faculty position is unfilled, or under circumstances where a department wishes to use the talents and expertise of a noted individual. The qualifications for appointment to Visiting Assistant Professor, Visiting Associate Professor or Visiting Professor are the same as the qualifications for the corresponding Official Faculty ranks. This appointment shall be made for a specific length of time not to exceed one (1) academic year. A Visiting Professorship position may be refilled in successive years and the same person reappointed, although this reappointment practice is discouraged.

C. Clinical Professor:

A person may be appointed to the Clinical Professor position for the purpose of performing practicum, laboratory, or classroom teaching in which his/her primary functions are in clinical skills instruction. Clinical professorships are applicable for professional disciplines with strong applied and/or clinical elements such as Education, Psychology, Nursing, and Social Work. Individuals appointed to Clinical Professor must hold the terminal degree appropriate to their profession and instructional role. A person may be appointed to a Clinical Professorship position for

a specific length of time not to exceed one (1) academic year. A person may be reappointed to this position.

D. _____-in Residence::

Under certain circumstances, a person may be appointed as a _____ -in-Residence (i.e., Musician-in-Residence, Artist-in-Residence). Such appointments may be made for any length of time. An _____-In-Residence may be reappointed.

II. Position Administration and Supervision

The specific responsibility for the administration and supervision of persons holding Adjunct Faculty positions shall reside with the chair of a department or unit, or in special cases, with the dean of a college. These responsibilities shall include the initial request for such position and preparation of the appointment document, which shall delineate the title, responsibilities, duties, and conditions of the appointment. (Also see BSU 4220). Also included are such supervisory roles as annual evaluation of contract compliance and the recommendation to renew any such appointment. The department chair or dean shall recommend the salary to be paid, in consultation and with the approval of the appropriate dean and the Provost.

General oversight of appointment to Adjunct Faculty positions and for the administration and interpretation of regulations resides with the Provost of the University. The appropriate dean is responsible for reviewing and certifying all requests for adjunct appointment for compliance with policies and standards regarding issues such as salary, qualifications and position title.

III. Position Responsibilities and Duties

Persons appointed to these positions are responsible for compliance with the terms and conditions of the letter of appointment for duties as specified in the letter. Failure to perform any of the duties and responsibilities as specified can cause the appointment to be terminated by the University and further payment, if applicable, can be denied until the services have been rendered.

IV. Rights and Privileges

All rights of academic freedom and the following rights and privileges are offered persons in these positions during the period of time of the appointment.

- A. Official identification card showing the faculty staff status shall be issued and will be active for a period of time equal to that specified in the appointment document.
- B. Such classroom facilities, laboratory facilities, equipment, Library, Academic Technologies, and IT services necessary to accomplish the specified duties will be provided.
- C. Persons appointed to these positions shall have the same privileges accorded to faculty and staff for theatre productions, music productions, and all ASBSU programs.
- D. Persons appointed to these may march in the academic processions by making arrangements through the dean of their college.

V. Salary and Benefits

Salary to be paid a person appointed to one of these positions shall be stated on the appointment document and agreed to by the persons signing that document. Any such appointments whose compensation is derived from grant funds may be terminated within thirty (30) days notice upon the end or loss of the grant. Adjunct Faculty on full-time

appointment shall be eligible for all benefits of full-time University employment. Refer to various University policies and publications, such as BSU 7180 to determine the available benefits. Full-time Adjunct Faculty on a 12-month contract also earn annual leave. Annual leave is to be utilized within the contract period and must have prior approval of the department chair and appropriate dean. All leaves, annual or sick leave, must be reported on the appropriate University forms.