
ADJUNCT FACULTY ACCESS TO IT SYSTEMS

Purpose:

To outline IT systems access for continuing Adjunct Faculty.

Scope:

This policy applies to continuing Adjunct Faculty.

Responsible Parties:

Office of the Provost, 426-1202

Definitions:

Academic terms - are defined as fall (August through December), spring (January through May) and summer (May through August).

Account termination date - is defined as the close of the tenth day, three academic terms from an adjunct's most recent active contract start date or October 31st in accordance with IRS regulations, whichever is later.

Action date - is defined as the date the employment record was last updated or created in PeopleSoft.

Adjunct faculty - for the purposes of this policy, are defined as all instructors other than official faculty hired by the university to teach a specified course or courses on a term by term basis.

Facility access - for this policy shall be defined as the ability to obtain access to university facilities as defined by University Facilities Procedures.

IT systems - for this policy shall be defined as electronic mail and calendaring systems, the university's learning management system, and BroncoWeb for employees and faculty.

Library Systems - for this policy shall be defined as electronic resource access and other technical items as managed by the Library.

POLICY

I. Policy Statement

- A. All adjunct faculty are employed only until the termination date of their then current contract of appointment. Adjunct faculty are not

considered employed during time periods outside or between contracts of appointment. Adjunct faculty are not considered employed during times between academic terms.

- B. The University will extend IT systems, library systems and facility access as outlined in this policy. However, such access shall not be considered a benefit of or indication of employment. Access is granted for convenience and does not constitute the existence of an employer-employee relationship.
- C. Adjunct faculty shall have access to IT systems and remain eligible for facilities access until the close of the tenth day, in the third academic term following the latest term in which they have taught, or October 31st of the calendar year following the latest calendar year in which they have taught, which ever is later.
- D. Termination of IT systems access may be requested by the adjunct faculty member's department head, dean or the university's Provost when the adjunct faculty member's employment is terminated.

II. Guidelines

- A. Newly Appointed Adjunct Faculty:
Newly hired adjunct faculty shall be granted access to information and library systems, and become eligible for access to facilities based on their action date in PeopleSoft.
- B. Continuing Adjunct Faculty:
Continuing adjunct faculty already have IT systems accounts and their account termination date shall be identified according to this policy.
- C. Termination of Access:
Upon request of the hiring department chair, college dean, or provost, access to IT systems can be terminated if the adjunct faculty member is dismissed.