

**3354:1-40-01.2 Adjunct faculty hiring and employment procedure.****(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**

- (1) 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) Adjunct faculty whose assignments are primarily in the teaching of the general education curriculum must hold a Master's Degree in the subject matter discipline, and must also show evidence of professional development.
- (2) Adjunct faculty whose assignments are primarily in the technical areas must evidence competency based upon formal education appropriate to the specialization, usually including the Bachelor's or Master's Degrees or their equivalent, practical experience demonstrated by full-time employment for approximately five years in the career area or a related field, and evidence of professional development.

(D) 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
  - a. 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.

#### (E) Compensation

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.

(F) 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.

(G) 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.

(H) 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: April 4, 2016

Prior effective date: May 5, 2011

Procedure amplifies: 3354:1-40-01

Effective: 04/18/2016

CERTIFIED ELECTRONICALLY

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Certification

04/07/2016

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Date

Promulgated Under:	111.15
Statutory Authority:	3354.09
Rule Amplifies:	3354:1-40-01
Prior Effective Dates:	5/5/11