

**Centenary University of New Jersey**

**EMPLOYMENT POLICY FOR ADJUNCT INSTRUCTORS**

**Approved: March, 2011**

**David Haney, President**  
**Amy D'Olivo, Vice President of Academic Affairs**



**EMPLOYMENT POLICY FOR ADJUNCT INSTRUCTORS**

**I. PURPOSE**

This policy is designed to govern practices at Centenary University related to search processes, hiring, contracts, and conditions of employment for non-tenure-track Adjunct Instructors to assure high quality of instruction by individuals with appropriate credentials and experience and to provide guidelines for the employment of Adjunct Instructors.

**II. APPLICABILITY**

This policy applies only to Adjunct Instructors at all campuses of Centenary University (i) who accept an Adjunct Instructor contract (regardless of number of credit hours taught), (ii) who are neither tenured nor eligible for tenure, and (iii) whose responsibilities are primarily or exclusively in academic instruction.

**III. NUMBER OF CREDITS**

- A. Traditional Courses of Study:** An Adjunct Instructor may teach 2 courses or 8 credits per semester, whichever is greater. In unusual circumstances when an Adjunct Instructor may be asked to teach more than 2 courses or 8 credits per semester, the Department Chair or designee is to submit a written request which must be approved/signed by the Vice President for Academic Affairs in advance of teaching more than the above stated courses/credits. Approval of courses /credits beyond 2 courses or 8 credits per traditional semester &/or accelerated semester does not qualify an Adjunct Instructor to petition for a full-time Faculty appointment or to any benefits not outlined in the Adjunct Instructor Policy.
- B. Adult & Professional Programs (“APP”):** Adjunct Instructors may teach 2 courses per 8 week, accelerated semester. In unusual circumstances when an Adjunct Instructor may be asked to teach more than 2 courses per 8 week, accelerated semester, the Director of Faculty Services or designee is to submit a written request which must be approved/signed by the Dean for Professional Studies prior to teaching more than the above stated courses. Approval of more than 2 courses per 8 week, accelerated semester &/or traditional semester does not qualify an Adjunct Instructor to petition for a full-time Faculty appointment or to any benefits not outlined in this Policy.
- C. Centenary University Staff Who Receive Adjunct Instructor Contracts**
- Staff Employed at the Hackettstown Campus:** Prior to a Hackettstown Campus Staff member’s receipt of an Adjunct Instructor contract to teach in the traditional course of study, the Department Chair is to obtain prior approval from the respective Vice President of that Staff member.
  - Staff Employed at Adult & Professional Programs:** Prior to any Staff member’s receipt of an Adjunct Instructor contract to teach in the accelerated course of study, the Dean for Professional Studies is to obtain prior approval from the respective Vice President of the Staff member. An APP Staff member may teach 1 course per 8 week, accelerated semester. When an APP Staff member is asked to teach more than 1 course per 8 week, accelerated semester, prior written approval must be obtained from the Dean for Professional Studies.

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IV. TITLE      **Adjunct Instructor** is the approved title.

#### V. POLICY

##### A. Employment Guidelines

The Vice President for Academic Affairs shall assure that Department Chairs and designees have written guidelines for *hiring guidelines* for Adjunct Instructors such as academic degrees or professional certifications and professional experience. These guidelines may vary depending on the level of courses to be taught.

##### B. Selection Guidelines

The Vice President for Academic Affairs shall assure that Department Chairs and designees have guidelines for the *selection* of Adjunct Instructors. These guidelines shall include verification of credentials by the Department Chairs or designees. Search guidelines shall reflect the commitment of the institution to equal opportunity and affirmative action.

##### C. Hiring

1. Contracts/Letters of Appointment. Each Adjunct Instructor shall be provided with **an electronic** or formal letter of appointment prior to the beginning of the assignment, when possible. The contract or letter shall state the title of Adjunct Instructor, length of appointment, dates of service, amount of stipend, nature of the assignment and benefits (if any). In addition, each contract/letter of offer shall specify what happens if a course is canceled prior to the start of the class. **Electronic contracts will be stored in the instructor's Web Advisor Faculty area and will be viewable by the instructor for a period not less than 1 year after the date of appointment.**

2. Term of Employment. Contracts/Letters of Appointment shall be for a period of one traditional semester or one 8 week, accelerated semester, as applicable. Centenary University's reputation as an institution of quality rests, in part, on our Adjunct Instructors. The Adjunct Instructor's high level of commitment to students and assignments will help maintain the reputation of the University. Adjunct Instructors show this commitment by being concerned about each student and his/her progress; being prepared for each class; being prompt to class; using the full instructional period; communicating problems, concerns, as well as successes to Department Chairs or designees.

3. Background Check. Candidates selected for hire must complete the Background Check Request form which will be forwarded to the Background Check service by the office that issues Adjunct Instructor contracts. The Background Check will include: national criminal record search for prior seven (7) years, national sex offender search for prior seven (7) years, verification of Social Security number, current and former names and residences, etc. This information is confidential and will be retained in a confidential location.

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#### D. Working Conditions

1. Support for Teaching. The Department Chair or designee of the appointing Department shall make available to Adjunct Instructors the following:
  - a. information on the department's applicable policies, requirements, and goals for each course, along with access to examples of past course syllabi (if available);
  - b. official schedule of course, including academic calendar and time frames of class meetings;
  - c. assistance in ordering textbook(s) for the course ancillaries for the text(s), and office supplies;
  - d. copying services for course materials;
  - e. appropriate place for meeting with students, except if instruction is completely technology-mediated;
  - f. an institutional email account along with computer access
2. Teaching Assignment. The appointing Department Chair or designee shall provide Adjunct Instructors with reasonable and adequate notice of projected teaching assignments prior to the start of course (es) , when possible.
3. Performance Evaluation. The Vice President for Academic Affairs shall assure that each Department Chair and designee has guidelines for evaluating performance of Adjunct Instructors. Evaluations shall be kept on record in the appropriate Faculty Office(s).
4. Payment. Payment is via stipend through the Payroll Office.
5. Benefits. Adjunct Instructors are eligible for the following benefits:
  - Participation in the Centenary University Supplemental Retirement Program (non-matching plan)
  - Centenary Email Account
  - Centenary Web Advisor Account
  - Centenary Moodle Account
  - Access to the Taylor Memorial Library
  - Centenary University Employee Tuition Benefit Policy, for Adjunct Instructors
  - Discounted auto & homeowner's insurance through the University's membership with the New Jersey Business & Industry Association
  - Access to personal check cashing through the Finance Department
  - Notary service, if available
  - Parking decal for access to Centenary parking
  - Gratis use of Gymnasium and Pool when open for employee use
  - Use of Fitness Center with paid membership
  - Meal benefit of 1 meal per week at a cost of \$5.00 in the Centenary Dining Hall for those who teach one course per semester (even if the course meets 2 times per week); 2 meals per week at a cost of \$5.00 in the Centenary Dining Hall for those Adjunct Instructors who teach 2 courses per semester

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*Note: This Policy is based on the University System of Maryland Policy, Adelphi, MD and the College of Southern Idaho.*

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