

TEXAS CHRISTIAN UNIVERSITY

GUIDELINES FOR (RE) APPOINTMENT OF ADJUNCT OR PART-TIME FACULTY

An adjunct (part-time) faculty member is defined as anyone who teaches on a temporary, part-time basis but who is not listed by name on the personnel roster. Individuals employed in nonexempt positions will not be approved for part-time teaching assignments. Exempt staff may be approved for part-time teaching assignments under certain conditions. Specific guidelines for such assignments are printed in the current *Handbook for Faculty and Staff*. Temporary, part-time faculty may be separated into two categories:

1. Less than full-time basis

Persons appointed for a full academic year (on the basis of ¼ time, ½ time, etc.) normally are appointed as **Lecturers**. All appointees are expected to meet the Southern Association criteria for faculty (see 2.b. below). Following a faculty search (see AA administrative handbook), recommendations for these appointments should be made by a letter from the appropriate chair/dean to the Provost/Vice Chancellor for Academic Affairs. Upon approval of the recommendation by the Provost/Vice Chancellor, a letter of appointment and contract will be sent to the appointee indicating the conditions of appointment.

Per-course basis

Persons appointed to teach a particular course(s) for one semester or summer term are appointed as Adjunct Faculty. Recommendations for these appointments should be initiated by the department and processed on the Web form, "Recommendation for (Re) Appointment of Adjunct Faculty."

Definition: A term of experience is defined as a fall, spring or summer term in which the faculty member has taught at least one course. Summer is one term for the purposes of this statement.

The determination of appropriate terminal degrees and certification for various disciplines is made by the dean of the appropriate college or school at the time of appointment.

FY19 REVISION OF SCHEDULE

Course & Faculty Qualification Level	Undergraduate Courses	Undergraduate Courses	Graduate Courses	Graduate Courses
Faculty Experience Level (1)	No Graduate Degree (2)	With Graduate Degree	No Terminal Qualifications	With Terminal Qualifications
Entry Level Less than 5 terms	\$3,000	\$3,500	Exception required	\$4,000
Mid Level(1) 5 to 10 terms	\$3,250	\$3,750	“	\$4,500
Senior Level(1) More than 10 terms	\$3,500	\$4,000	“	\$5,500

- (1) Significant professional experience (minimum of 5 years) coupled with lower number of teaching terms can be combined to achieve Mid-Level or Senior Level Pay Grade.
- (2) Professional experience of 7-10 years in the area directly related to the course taught can be substituted for graduate degree credentials.

For Classes Other Than Three Credit Hours

Compensation for courses valued at other than three credit hours shall be determined as follows.

1 credit hour course =	.38 x appropriate base figure
2 credit hour course =	.75 x appropriate base figure
4 credit hour course =	1.33 x appropriate base figure
5 credit hour course=	1.67 x appropriate base figure
6 credit hour course=	2 x appropriate base figure

(Example: An adjunct faculty member with less experience than 4 terms and no graduate degree teaches a 2 credit hour course= \$2,500 x .75 = \$1,875 for the course.)

Exceptions

As the exigencies of the university might dictate, deans of the constituent colleges and schools may, with the consent of the Provost/Vice Chancellor for Academic Affairs, engage in alternate compensation patterns.

2. All appointees will be asked to provide an official transcript(s) to the Provost/Vice Chancellor's office. When defining faculty qualifications using faculty credentials, one should use the following as credential guidelines:
 - a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
 - b. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
 - c. Faculty teaching graduate courses: doctoral degree in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such exceptions must be justified in writing by the chair/dean to the Provost/Vice Chancellor.
3. New adjunct faculty must apply for an adjunct position in iGreentree. Recommendation for a new adjunct appointment can be made only after a criminal background check for the candidate has been completed. The candidate's vita and email address must be submitted to the Provost/Vice Chancellor in conjunction with any new appointment. The department will be notified when a clear background check report is received.
4. The department initiates the recommendation by filling out a Web form and submitting it to the appropriate dean for approval. The dean approves the recommendation and submits the Web form to the Provost/Vice Chancellor for Academic Affairs for approval. Upon approval of the recommendation by the Provost/Vice Chancellor, an Adjunct Faculty Contract is issued to the appointee indicating the conditions of appointment. Upon receipt of the signed Contract and other required documents and verification of the minimum required enrollment for the course(s), the Provost/Vice Chancellor will confirm the appointment and a copy of the Contract will be sent to the appointee.

Approved 4/11/2014 by Provost; revised 6-8-18