

**Eastern West Virginia Community & Technical College  
Board of Governors  
Policy No. BP 5.15**

**Title: Adjunct Faculty Policy**

**SECTION 1: GENERAL**

- 1.1 Scope: The Adjunct Faculty Policy defines guidelines regarding the role of adjunct faculty and defines appropriate balance between full-time and adjunct faculty at Eastern West Virginia Community and Technical College.
- 1.2 Authority: West Virginia Code §18B-7-6(a)(c); Title 133, Procedural Rule, Series 9, Academic Freedom, Professional Responsibility, Promotion and Tenure
- 1.3 Effective Date: Fall 2010

**SECTION 2: DEFINITIONS**

- 2.1 Adjunct Faculty: Part-time, non-tenure track faculty who do not meet the definitions of full-time, temporary or term appointment faculty as defined in Title 133, Procedural Rule, WVCCTCE Series 9, Academic Freedom, Professional Responsibility, Promotion and Tenure or Eastern Board Policy 3.16, Instructional Workload. The term “adjunct” may be applied to either faculty who are remunerated part-time employees or those who hold a zero-based contract.

**SECTION 3: RATIONALE**

Eastern West Virginia Community and Technical College shall employ sufficient numbers of adjunct faculty as deemed necessary by the President to meet the College Mission and accomplish institutional goals and objectives as defined in strategic planning documents. Workload fluctuations are non-predictable and may be imposed upon the institution from external forces. The necessity to employ adjunct faculty is imperative in order to maintain fiscally sound practices and effective academic operations.

**SECTION 4: GUIDELINES**

- 4.1 The institution shall employ a sufficient number of full-time faculty to maintain effective governance and management of academic programs, student advisement and scholarship.
- 4.2 The employment of a reasonable number of adjunct faculty is required for the effective and efficient delivery of instruction.
- 4.3 It is recognized that hiring qualified adjunct faculty:
  - 4.3.1 Allows the institution to deliver course offerings that cost effectively meet programmatic needs.
  - 4.3.2 Brings to the faculty specific workforce credentials or experiences that may not be obtainable through employment of a full-time faculty.

- 4.3.3 Enables the institution to expand course offerings to meet immediate student enrollment demands

**SECTION 5: CONDITIONS GOVERNING ADJUNCT FACULTY**

- 5.1 Part-time and other adjunct faculty are subject to appropriate sections of Title 135 Procedural Rule of the WVCCTCE, Series 9, including but not limited to Section 2, “Academic Freedom and Professional Responsibility.”
- 5.2 Adjunct faculty members shall have appropriate academic qualifications and experience.
- 5.3 Adjunct faculty members shall receive appropriate information concerning institutional policies, procedures, expectations, and support.
- 5.4 Adjunct faculty members shall receive appropriate information about their duties and responsibilities and specific information about course content, syllabi, methodologies, and expected learning outcomes for students.
- 5.5 Adjunct faculty members shall be evaluated regularly (Per AR 3.4).
- 5.6 Adjunct faculty members will receive mentoring and other appropriate assistance from full-time faculty members and academic administrators, as well as opportunities to participate in professional development activities.
- 5.7 Adjunct faculty will be included in the planning of academic activities whenever possible, in order to ensure their understanding of the College mission, departmental goals and the context of their role therein.

**SECTION 6: BALANCE BETWEEN FULL-TIME AND PART-TIME FACULTY**

The President and academic administration are responsible for maintaining a reasonable and appropriate balance between the number of full-time and adjunct faculty consistent with the College mission.

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Board of Governors, Chair

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Date