

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: II:02:02

DATE: May 1, 1987

REVISION/REVIEW DATES: May 1997, Jan 2006, Oct 2011, June 2013, June 2015, August 2016

SUBJECT: Adjunct Faculty and Overload Status

APPROVED: John M. Beehler, President

PURPOSE

The purpose of this policy is to establish guidelines and procedures for the recommendation and approval of adjunct faculty and overload for full-time faculty.

POLICY

Adjunct Faculty are part-time employees with no benefits. Recommendations are submitted to the Provost and Vice President for Academic Affairs office by the department head through the dean by completing the *Request for Adjunct Faculty Status* [Form #33](#). For those seeking approval for graduate teaching, the approval of the graduate dean is required. A letter of interest, vita, and original transcripts must be attached to the form. If approved by the Provost and VPAA, the candidate will be notified by letter with copies sent to the department head and dean. As the need arises for part-time faculty, the department head will issue an adjunct faculty contract, submitting it electronically through the dean to the Provost and VPAA. Once the contract is approved, it will be returned to the department for attachment to an appointment letter and will be sent to the employee for signature. Upon return, copies will be sent to the dean and Office of Human Resources.

The university recognizes qualifications other than academic credentials (or a combination thereof) may be appropriate for teaching particular courses. In this event, the *Justification for Exception to Faculty Qualifications* [\(Form #34\)](#) must be completed and submitted for approval along with the Request for Adjunct Faculty Status [\(Form #33\)](#).

Overload status is assigned to full-time faculty who are teaching courses above the required work load for a semester. As the need arises for a faculty member to have an overload, the

department will issue an overload faculty contract submitted electronically through the dean to the Provost and VPAA. Once the contract is approved it will be sent to the employee for signature. Upon return of the signed contract, copies will be sent to the dean and the Office of Human Resources. The original will be filed in the Office of the Provost and VPAA.

RESPONSIBILITY

The Provost and Vice President for Academic Affairs is responsible for this policy.

EVALUATION

This policy will be reviewed biennially.