

DSCC Adjunct Faculty Guidelines

I. Purpose

The purpose of this policy is to provide a definition of the term *adjunct faculty*, adjunct faculty teaching load and adjunct faculty evaluations.

II. Scope

This policy applies to all adjunct DSCC faculty members

III. Policy

Adjunct faculty members are a valued and essential component of DSCC. The expertise and diverse understanding that adjunct faculty possess greatly contribute to the education of DSCC students.

Employment

The Academic Division Deans welcome applications from qualified individuals. The Division Deans receive and review adjunct faculty HR applications and transcripts and write credential forms for those faculty based on SACSCOC and DSCC guidelines and standards. Department Chairs or Directors and/or Program Coordinators, in consultation with the Academic Division Dean review the faculty credentials and interview the applicants. Subsequent to their recommendations, the Vice President for Academic Affairs and Student Success is notified of those recommended for adjunct status and the intent on hiring the adjunct and approves the faculty credentialing form. The approved adjunct faculty members are then considered to be on a standby status.

Adjunct faculty members are hired on a per-semester basis and their responsibilities are limited primarily to those duties related to classroom or clinical instruction and student assessment. As an at-will employee, employment status of adjunct faculty shall be on a course-by-course basis with no expectation (guarantee) of continued employment. Any oral statements or promises to the contrary are not binding upon DSCC. The decision whether to reappoint an adjunct faculty member after the term of the adjunct faculty member's contract remains within discretion of the College.

Credentials

Although the College recognizes that some non-exempt employees may also qualify for adjunct faculty teaching, the College cannot permit non-exempt employees to have dual employment with the College. According to the Fair Labor Standards Act, "Employees that perform non-exempt work as his or her primary duty, he or she will be considered non-exempt and must be paid overtime for all hours worked over 40 in a week." Compensation for adjunct teaching would therefore not be in alignment with the College adjunct faculty salary schedule, which represents equitable compensation. Therefore, the only teaching permitted by a non-exempt employee is teaching that is part of his or her normal job responsibilities.

Support

DSCC shall provide each adjunct faculty member with the support it determines to be necessary for the execution of the appointee's duties, which may include access through the College's website or other electronic resources, including the following:

1. Information on the department's policies, requirements, common course descriptions and learning outcomes, and course goals, as well as access to examples of past course syllabi (if available);
2. Official schedule of classes, including academic calendar and timeframes of class meetings;
3. Assistance in the selection of textbook(s) and other courseware for the course(s) and ancillaries for the text(s) if these are not otherwise selected by the department/division; and
4. A DSCC email account along with access to on-campus computing facilities.

Professional development opportunities for adjunct faculty shall be supported to the extent feasible and may include invitations to DSCC faculty development events.

Teaching Load

The teaching load for adjunct faculty is determined by need and will not exceed twelve (12) teaching load equivalent (TLE) hours per semester. Any exceptions to 12 TLE hours per semester must be made by the Vice President for Academic Affairs and Student Success. Supervising a laboratory and other special types of instruction are equated at various rates. Adjunct faculty serve as temporary employees of the College, and all assignments are subject to availability. The Dean of the Division and Department Chairs/Directors determine course assignments pending the approval of the Vice President for Academic Affairs and Student Success. Scheduled class meetings are an implied contract between the college and the student. Adjunct instructors are expected to meet for the duration of the scheduled times and are encouraged to be available for questions from students before and after class.

Compensation

All adjunct faculty members shall be compensated at a level rate per credit hour established by DSCC.

Evaluation

Adjunct faculty will engage in an evaluation system designed to assess their contributions in their discipline. The evaluation will consist of three elements: student evaluations, dean/chair/director/program coordinator evaluation (one as applicable), and on teaching.

1. Student evaluations: using the same student evaluation tools and system available to full-time faculty, student evaluations of adjunct faculty will be conducted once per calendar year.
2. Dean/chair/director/program coordinator evaluation: the division dean, department chair/director, program coordinator, or an assigned faculty member acting on their behalf will conduct an evaluation once per calendar year. If determined necessary, a classroom observation will also be conducted.
3. Evaluations shall be kept by the College in a confidential personnel file and shall be consulted when decisions about any subsequent appointments are made

IV. Compliance

All College administrators, faculty, and adjunct faculty will comply with this policy.

V. Definitions

VI. Revision History

Policy written February 2008. Policy revised October 2012; approved by Administrative Council on 12/14/2012. Approved in Administrative Council on 1/31/2020; approved by Administrative Council on 10/28/2022. Updated and Approved by Administrative Council on 9/26/2024.