

PROCEDURE FOR HIRING ADJUNCT FACULTY

Information that could be useful:

- Adjunct faculty (previously referred to as super adjuncts) are those who are contracted to teach four courses in a year with an expectation of departmental work beyond the teaching. These positions are typically either long-term or created for a year or two in lieu of full-time leave replacements. These positions are eligible for all benefits, although some of the benefits (described in full in the Faculty Handbook) have different criteria for eligibility for adjunct and for full-time faculty.
- Adjunct positions must be filled either through advertising the position or hiring someone into the position who has already had teaching experience at Coe.
- Adjunct faculty must meet the “qualified faculty” standard set forth by the Higher Learning Commission
- Adjunct faculty are typically assigned phone numbers with an attempt to get private office space, although often the space must be shared.
- Adjunct faculty will be assigned a Coe email address and access to the computer system (if available) and printing, which will be charged to your department.
- Adjunct faculty will need to complete IRS forms before they can receive a pay check. These include withholding information and the I-9 form, requiring particular identification.
- Adjunct faculty may teach up to one overload each year, making their maximum course load 5 courses a year. In this case, the adjunct faculty member will be paid \$2500 for the additional course. This needs pre-approval from the Dean.

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Chronology of hiring

1. Since the cost to teach courses through an adjunct position is much higher than for part-time or overload teaching costs, adjunct positions must be approved by the Dean well in advance—including replacement positions for a current adjunct. If you foresee retirements, resignations, or faculty leaves in the future, requiring consideration of an adjunct hire, speak to the Dean as soon as possible, but definitely before the budget process for the college has been completed (typically March) for the next academic year. If approved, the Dean will send you an email confirming it along with the available funds for salary (typically around \$16,000).
2. In what works best for your department, find an appropriate way to hire a candidate (search committee, proxy,...).
3. Once you have determined whom you would like to hire, let them know of your interest and work with the Dean and the candidate on a satisfactory salary. Also make sure to let the new hire know that we can send him or her a confirmation email that states the course(s), meeting days and times, and the stipend; but that contracts are sent in bulk only in late July for the entire year for an adjunct faculty.
4. Once you have an oral commitment,
 - a. Inform the registrar's office **by email**, with a cc to the Office of the Dean email address, of the name of the faculty member and the course(s) the faculty member will teach.
 - b. Provide the Dean's office with
 - i. The faculty's most recent CV
 - ii. Current contact information, including email, phone, and address
 - iii. If not obvious, the prefix (e.g. Dr., Ms., Mr.)
 - iv. Any non-standard issues that are needed to create contracts (e.g. sending to a particular address; changing the standard pay schedule; difference in stipend due to unusual circumstances; need for overload pay in a particular term,...)
5. By mid-July, the Dean's Office will send you a list of adjunct people we think we should pay for the academic year. Review—with the attitude that changes WILL be made—and let the Dean's Office know of any errors or changes that have been made since the list was generated.
6. If you hire after the contracts have gone out, follow all these steps, but also let the faculty member know that it can take up to a week to generate a contract for them.