

TITLE: Adjunct Faculty and Faculty Overloads

AUTHOR: Chief Academic Officer

APPROVAL DATE: June 9, 2013

EFFECTIVE DATE: June 9, 2013

PURPOSE: To define policies regarding adjunct faculty and faculty overloads

REVIEWER AND Chief Academic Officer

REVIEW DATE: Spring 2023 and every 5 years thereafter

OPERATING DETAILS:

In order to meet staffing demands caused by enrollment increases or the need for certain areas of expertise, it is sometimes necessary to employ adjunct faculty and/or to employ contract MUW faculty to teach overload classes beyond their contractual obligations. The following guidelines apply to the employment of adjunct or overload personnel:

1. The Provost/Chief Academic Officer must approve all requests for class sections that require adjunct or overload staffing as part of the normal scheduling process and determine the availability of funds in the budget to cover staffing costs.
2. Adjunct faculty must have the same academic qualifications as contract faculty according to the guidelines set forth in the Criteria of the Southern Association of Colleges and Schools. MUW requirements may exceed these guidelines according to the needs of the University.
3. Department Chairs or Deans will interview candidates for all faculty positions and recommend personnel to staff classes on an adjunct or overload basis to the Chief Academic Officer.
4. Adjunct faculty are part-time and are not considered members of the faculty as defined in IHL Board Policy 402.01 A. Adjuncts will receive letters of appointment or contracts detailing their responsibilities and compensation.
5. Faculty who have retired under the State of Mississippi Retirement System may be rehired either as adjunct or contract faculty according to the needs of the University and as permitted by State Retirement System guidelines.

6. Contract faculty will teach no more than one overload class per semester (three or four semester hours). Contract faculty who have release time for administrative or other duties may not teach overload courses for additional compensation.
7. Twelve-month faculty (including staff with faculty rank) may not receive compensation for overload teaching.
8. Exceptions to these guidelines must have the final approval of the President and, when deemed necessary by the President, the Board of Trustees of Institutions of Higher Learning. Exception requests shall originate with the Deans and shall be reviewed by the Provost who shall forward a recommendation to the President.
9. A minimum section size shall be determined by the Provost/Chief Academic Officer in consultation with the Deans.