

SECTION TWELVE

ADJUNCT FACULTY

[Approved 05/02/05, 10/17/05, and 11/14/2005, Ranked Faculty Meeting, unless otherwise noted]

12 PERSONNEL POLICIES FOR ADJUNCT FACULTY**12.1 BACKGROUND**

12.1.1 The Ranked Faculty Affairs Committee has the responsibility of recommending personnel policies for adjunct faculty to the Provost who makes a recommendation to the President within College-wide personnel policies established by the College Council.

12.2 GUIDING ASSUMPTIONS

12.2.1 Adjunct faculty will be considered a distinct employee group with approved institutional salary and compensation policies. These policies, like the comparable policies of other employee groups, will be used to shape the annual College budget parameters.

12.2.2 Since adjunct faculty deliver approximately 20 percent of the curriculum, they are important and valued educators and employees.

12.2.3 Salary and compensation policies will reflect the unique feature of this employee group.

12.2.4 Salary policies related to adjunct faculty will be developed in the context of broader personnel policies, e.g., benefits, professional development and orientation, evaluation, and instructional responsibilities, etc.

12.2.5 The cost of any policies developed will have to be assessed. A change in the adjunct faculty compensation policy will have direct and possible substantive impact on the budget. It might be necessary to develop a plan for phasing in changes.

12.3 AN INSTITUTIONAL UNDERSTANDING OF “ADJUNCT FACULTY”

12.3.1 Adjunct faculty are hired on a per-load-unit basis for a given semester or term.

12.3.2 Adjunct faculty are not assigned to departments in the same way as ranked faculty. For ranked faculty, a department is granted an ongoing, full-time faculty line to be filled by a full-time hire. While departments are allocated adjunct fte, there is no specific ongoing “adjunct faculty line” allocated to departments. Adjunct faculty are hired to “fill the gap” between department fte needs and the full-time fte that has been granted the department in the form of full-time ranked faculty positions.

12.3.3 Adjunct faculty should be distinguished from lecturers. Unlike adjunct faculty, lecturers are full-time ranked faculty that fill a faculty line allocated to a department. Moreover, unlike lecturers, adjunct faculty do not normally have institutional service or advising responsibilities. Neither lecturers nor adjunct faculty have scholarship responsibilities.

12.3.4 The College distinguished full-time from part-time employees. Adjunct faculty are considered part-time employees. Currently, the College does not distinguish between (1) part-time employees hired for a specific short-term task and (2) part-time positions that are ongoing. Adjunct faculty seem to fit into the first category of part-time employees – employees hired for a specific short-term task. However, there are often instances when a given adjunct faculty will fill curricular needs for an extended time within and/or across departments.

12.3.5 The College’s goal is for approximately 80 percent of instruction to be delivered by full-time educators.

12.4 **ACADEMIC FREEDOM** [see *Community of Educators Handbook* Section 6.22.1]

12.4.1 Adjunct faculty are subject to the same Academic Freedom policy as all full-time educators.

12.5 **ADJUNCT FACULTY SALARY COMPENSATION [Approved 9/29/08, Ranked Faculty Meeting]**. Remuneration for adjunct faculty will occur according to the following guidelines:

- a. A local comparison group has been identified and will be monitored for salary comparisons: Dickinson College, Elizabethtown College, Franklin and Marshall College, Gettysburg College, Harrisburg Area Community College, Lebanon Valley College, Pennsylvania State University-Harrisburg Campus, and York College.
- b. The average of midpoints of the high and low adjunct faculty salary at each college in the comparison group will serve as the target for Messiah’s adjunct faculty rate.
- c. Messiah’s average adjunct faculty pay should fall within 85%–105% of the target.
- d. Messiah will institute differential salary rates. There are four cells based on two factors: (1) experience at Messiah and (2) earned degree. The “terminal degree” will be those degrees Messiah currently considers terminal in given disciplinary and program areas.

	Master’s Degree	Terminal Degree
Less than 36 LUs	Base	Base + 5%
More than 36 LUs	Base + 5%	Base + 7.5%

- e. Once the matrix is fully implemented, a base increase will be recommended each year based on an analysis of the comparison groups.
- f. The highest cell or level in the matrix will be the salary compensation for any full-time Messiah employee teaching a course as an overload.
- g. Every three years, the Ranked Faculty Affairs Committee will collect and review the benchmarking data and make recommendations to the Ranked Faculty Meeting regarding the salary increase projections for the following three years. This means that the Ranked Faculty Affairs Committee will conduct a review of the adjunct salary policy in the fall of 2011-2012.

12.6 **APPOINTMENT OF ADJUNCT FACULTY**

12.6.1 Adjunct faculty members are employed on a per-load-unit basis for a given semester or term. In almost all instances, their sole contracted responsibilities are those activities required in the delivering of a course (e.g., preparation, classroom teaching, grading, office hours, etc.). They have no contracted responsibilities for scholarship. While in some instances they may have some contracted responsibilities for advising

or for meeting other departmental needs, they generally have no responsibilities for institutional service.

12.6.1.1 A full-time term-tenure track faculty member has a normal teaching load of 24 load units plus it is assumed they will have additional responsibilities related to scholarship, and institutional service. Since adjunct faculty have no responsibility for scholarship and institutional service, their full-time equivalent load is understood as 30 load units.

12.6.2 An adjunct faculty will not normally be contracted for more than 9 load units in a given semester and, hence, a total of 18 load units for a given year.

12.7 **COURSE EVALUATIONS**

12.7.1 Adjunct faculty will have all course (including IDS courses) IDEA evaluated in their first semester of teaching at Messiah.

12.7.2 In semesters after the first semester of teaching at Messiah, courses taught by adjunct faculty will be evaluated as follows

12.7.2.1 The department chair will select at least one course to be evaluated each semester. For adjunct faculty teaching across multiple departments, each chair will select at least one course from within the department to be IDEA evaluated.

12.7.2.2 Evaluation results will be available to the faculty member, department chair, and school dean.

12.7.2.3 Adjunct faculty teaching IDS courses not housed in a department, where the course or courses are evaluated each semester using IDS-specific instrument, are not required to also have the course IDS evaluated, though they may select to do so if desired.

12.8 **FAITH COMMITMENT AND LIFESTYLE EXPECTATION**

12.8.1 Adjunct faculty will sign contracts that indicate they affirm the Apostles' Creed; support the Identity and Mission Statement, Foundational Values, Confession of Faith, and the College-Wide Educational Objectives; and agree to abide by the Community Covenant whenever their lives intersect with that of the College. Occasional exceptions to this policy may be made with respect to adjunct faculty (e.g., the need to offer a course that cannot be offered otherwise). In these exceptional circumstances, only adjunct faculty who understand and respect Messiah College's mission as a Christian institution will be hired.

12.9 **FRINGE BENEFITS**

12.9.1.1 Adjunct Faculty are eligible to purchase medical insurance (*employee only*) if both of the following criteria are met: (1) the adjunct is teaching six load units during that semester; and (2) the adjunct taught six load units the previous semester. Adjunct faculty are eligible to contribute to the voluntary plan administered by TIAA-CREF retirement plan.

12.10 **INDEPENDENT STUDIES, DIRECTED STUDIES AND PRACTICA**

12.10.1.1 Adjunct faculty are normally not allowed to lead independent studies, directed studies and practica. In some circumstances there might be a departmental need for

this to occur. All such instances must be approved by the appropriate Department Chair and the Associate Provost.

- 12.11 **INSTITUTIONAL SERVICE EXPECTATIONS AND RESPONSIBILITIES**
12.11.1 Adjunct faculty have no contracted institutional service expectations. In particular, adjunct faculty do not serve on College standing committee and do not have any advising responsibilities.
- 12.12 **LOAD ISSUES RELATED TO SUMMER SESSIONS**
12.12.1.1 Students may arrange summer independent studies, directed studies, and practica with Messiah adjunct faculty only with the approval of the appropriate Department Chair and the Dean of Curriculum.
- 12.13 **MEMBERSHIP AND RESPONSIBILITIES IN ACADEMIC DEPARTMENTS**
12.13.1 Adjunct faculty are not expected to attend department meetings, but they may attend at the discretion of their departments. They shall not be granted voting privileges in any department, nor shall they serve as department representatives on campus committees.
- 12.14 **MEMBERSHIP IN COMMUNITY OF EDUCATORS**
12.14.1 Adjunct faculty with at least a master's degree are associate members, therefore have voice, but no vote in the Community of Educators. Participation in the Community of Educators is not contractually required. Adjunct faculty are welcome to participate in Community of Educators workshops and in-services and departmental and College colloquies.
- 12.15 **MEMBERSHIP IN RANKED FACULTY MEETING**
12.15.1 Adjunct faculty have no official relationship with the Ranked Faculty Meeting.
- 12.16 **MINIMAL QUALIFICATIONS FOR INITIAL HIRE**
12.16.1 Adjunct faculty should minimally have a master's degree in a relevant area. Occasional exceptions to this policy may be made (e.g., there is the need to offer a course and no adjunct faculty with a master's degree are available).
- 12.17 **OFFICE HOURS**
12.17.1 **Adjunct Faculty** shall *not* be expected to serve as academic advisors. They shall be expected to maintain one office hour per week for every two hours of classroom time.
- 12.18 **OFFICE SPACE**
12.18.1 Adjunct faculty will likely share office space with other adjunct faculty. The Educational Space Coordinator assigns faculty offices, which are located as conveniently as possible to the faculty's instructional activities. Each office is equipped with a desk, chairs, filing cabinet, bookcase/shelves, and networked computer.
- 12.19 **ORIENTATION**

12.19.1 The Department Chair is responsible for providing orientation to each adjunct faculty member.

12.20

RECRUITMENT OF ADJUNCT FACULTY

12.20.1

The Department Chairs are responsible for the recruitment of adjunct faculty members to teach in their respective departments. All adjunct faculty hires are subject to approval by the School Dean and the Provost. The Assistant Dean of General Education and Common Learning is responsible for the recruitment of adjunct faculty members to teach interdisciplinary courses (i.e., First Year Seminar, Created and Called for Community, etc.). These adjunct faculty hires are subject to approval by the Provost.

12.21

SCHOLARSHIP EXPECTATIONS AND OPPORTUNITIES

12.21.1

Adjunct faculty are not eligible for development funds, internal grants, and conference participation funds. Adjunct faculty are encouraged to participate in Community of Educators workshops and in-services, departmental and College colloquies.