

COE Handbook: Section Twelve

Adjunct Faculty

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PART I: GUIDING ASSUMPTIONS

A. Governance Considerations

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 University-wide personnel policies established by the University Council.

B. Institutional Parameters

1. *Terms of Hire*

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

2. *Minimal Qualifications for Initial Hire*

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).

3. *Relationship of Adjunct Faculty to Academic Departments/Programs*

- a. For ranked faculty, a department or program is granted an ongoing, full-time faculty line to be filled by a full-time hire. While departments/programs are allocated adjunct fte, there is no specific ongoing "adjunct faculty line" allocated to departments/programs. Adjunct faculty are hired to "fill the gap" between department/program fte needs and the full-time fte that has been granted the department/program in the form of full-time ranked faculty positions.
- b. Membership and Responsibilities in Academic Departments/Programs
Adjunct faculty are not expected to attend department/program meetings, but they may attend at the discretion of their departments. They shall not be granted voting privileges in any department/program, nor shall they serve as department/program representatives on campus committees.

4. *Adjunct Faculty vs. Lecturers*

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

5. *Adjunct Faculty as Part-Time Employees*

Adjunct faculty are considered part-time employees and are hired for varying assignments in response to the needs of the University. Specifically, an adjunct may be hired to teach one course in one semester or several courses across multiple semesters, depending on the curricular demands.

PART II: ADJUNCT JOB RESPONSIBILITIES

A. Teaching

1. *Loading During the School Year*

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

- b. 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.
- c. 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.

2. Independent Studies, Directed Studies, and Practica

Adjunct faculty are normally not permitted 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, school dean, and the Associate Provost. Such approval should be obtained before an independent or directed study is offered to an adjunct faculty member. Compensation for a directed/independent study is according to the following formula:

(overload rate) x (1/6) x (# catalog load units for course) x (# of students enrolled)

3. Availability to Students/Office Hours

- a. All course syllabi must include one or both of the following:
 - (1) Instructions on how students in the course can determine the instructor's availability and set up one-on-one appointments;
 - (2) At least three specified office hours per week.* Fully remote faculty must indicate the video conferencing method for meeting with students during those specified hours. (*This is not three hours per course per week, but is rather three hours per week total.)
- b. Office Space

Adjunct faculty members will likely share office space with other adjunct faculty members as assigned by their relevant school dean.

4. Student Course Evaluations

- a. Student course evaluations of instruction consist of numerical scores, gathered through a standardized instrument selected by the university and the students' written comments to a standard set of open-ended questions. These evaluative instruments shall be administered near the end of a given course.
- b. First Semester of Messiah University Teaching
 - (3) Department chairs and program directors will arrange to have all of an adjunct's courses evaluated in their first semester of teaching at Messiah University.
 - (4) Evaluation results will be available to the faculty member, department chair/program director, and school dean.
- c. Subsequent Semesters of Messiah University Teaching
 - (1) The department chair/program director will select at least one course to be evaluated each semester.
 - (2) For adjunct faculty teaching across multiple departments/programs, each chair will select at least one course from within the department to be evaluated.

- (3) Evaluation results will be available to the faculty member, department chair/program director, and school dean.

B. Other Responsibilities

1. Scholarship

In almost all instances, adjuncts' 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.

2. Institutional Service

While in some instances adjuncts may have some contracted responsibilities for advising or for meeting other departmental/program needs, they generally have no responsibilities for institutional service.

3. Committee Work

Adjunct faculty do not serve on University standing committees.

PART III: COMPENSATION

A. Modeling Adjunct Pay Increase

In the development of the University's budget parameters, the adjunct pay percentage increase should be modeled to be no lower than the faculty pool percentage increase.

B. Reviewing Adjunct Compensation

- 1. *Beginning in fall 2024, the RFAC shall review adjunct pay every three years, utilizing available benchmark data (and other relevant data) to conduct that review; and utilizing that data to inform recommendations about adjunct pay.***
- 2. *The Provost's Office will provide support to the Ranked Faculty Affairs Committee to locate publicly accessible survey data that summarizes adjunct compensation in Pennsylvania and beyond (e.g., median pay, etc.). Due to anti-trust laws, however, it cannot reach out to local institutions to conduct local comparisons.***

C. 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%

D. Fringe Benefits

- 1. Adjunct faculty, like other part-time employees, are not eligible to purchase health insurance through the University.***
- 2. Adjunct faculty may defer compensation into the University's retirement plan, but they are not eligible for the University's retirement match.***
- 3. Adjuncts who teach six load units or more for two consecutive semesters are eligible to accrue toward Tier 1 (Messiah only) tuition reduction similar to other part-time employees.***

PART IV: OTHER CONSIDERATIONS

A. Faith Commitment and Lifestyle Expectations

Adjunct faculty will sign contracts that indicate they affirm the Apostles' Creed; support the Identity and Mission Statement, Foundational Values, Confession of Faith, Community Covenant, and Undergraduate or Graduate Learning Outcomes; adhere to stated policies and procedures of the University; and agree to abide by the Employee Code of Conduct. 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 University's mission as a Christian institution will be hired.

B. Academic Freedom

Adjunct faculty are subject to the same Academic Freedom policy as all full-time educators (see Community of Educators Handbook Section 6A).

C. Membership in Governance Bodies

1. Membership in Community of Educators

Adjunct faculty are not members of the Community of Educators for governance purposes. Adjunct faculty are welcome, but not required, to participate in Community of Educators workshops and in-service activities. Adjunct faculty will not be remunerated for participation in optional development workshops and activities.

2. Membership in Ranked Faculty Meeting

Adjunct faculty have no official relationship with the Ranked Faculty Meeting.

D. Orientation

The department chair or program director is responsible for providing orientation to each adjunct faculty member. In addition, adjunct faculty are given access to the Office of Faculty Development's Faculty Support and Resources Canvas site, which provides useful information for teaching at Messiah University.

E. Recruitment of Adjunct Faculty

Department chairs and program directors 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 relevant school dean and the Provost. The Dean of General Education and Common Learning is responsible for the recruitment of adjunct faculty members to teach interdisciplinary courses that are not based in a department. These adjunct faculty hires are subject to approval by the Provost.

F. Scholarship Expectations and Opportunities

Adjunct faculty are not eligible for development funds, internal grants, and conference participation funds. Adjunct faculty are welcome, but not required, to participate in Community of Educators workshops and in-service activities. Adjunct faculty will not be remunerated for participation in optional development workshops and activities.