Staff Adjunct Faculty Policy

Policy Number	300.53.02	**Custodian**	Human Resources
Approved Date	11/17/2020		
Effective Date	11/17/2020	**Review Date**	November 2020
References: Adjunct Faculty Policy, Conflict of Interest Policy, Hours of Work Policy, Outside Employment Policy			

1. Purpose

To ensure staff who serve as an adjunct faculty member are fairly compensated at White Earth Tribal and Community College (WETCC).

2. Persons Affected

2.1. Staff

3. Policy

This policy is to ensure the following:

General

3.1. All adjunct duties assigned to staff members must be approved in advance on a case-by-case basis by the Academic Dean and the faculty or adjunct's immediate supervisor.

3.2. Adjunct faculty duties must not interfere with work responsibilities or the ability to perform assigned job duties in an acceptable manner.

3.3. WETCC reserves the right to grant or deny permission to any employee wishing to simultaneously accept adjunct faculty assignments.

Compensation for Instruction within Position Description

3.4. Hourly or salaried staff who are scheduled to provide instruction as a component of their normal work duties shall not be provided with additional compensation for the adjunct work assignments or prep time.

3.5. The Immediate Supervisor, Grant Manager, and Human Resources shall ensure the adjunct time is properly expensed to the appropriate accounting code to allow for the proper allocation of wages for the instructional time and normal work time unless the adjunct time is specifically allowed by the funding source.

Hourly Employees:

3.6. Teaching within normally scheduled work hours will not receive additional compensation.

3.7. Teaching outside of normal scheduled work hours will be compensated for the additional hours of work that are over and above their normal scheduled working hours.

Salaried Employees:

3.8. Teaching within normal scheduled work hours will not receive additional compensation.

3.9. Teaching outside of normal scheduled work hours will be compensated for the additional hours of work that are over and above their normal scheduled working hours.

4. Definitions

4.1. Adjunct Positions. Temporary faculty hired for a specified limited term. Adjuncts appointments are typically instructional in nature and the Adjunct is normally compensated for on a per credit basis that includes prep time.

4.2. Staff. Includes all employees of WETCC, whether full-time or part-time (also referred to as "employee").

4.3. Non-Profits Educational Institutes. Institutions who are exempt from overtime provisions.

5. Procedures

Academic Dean:

5.1. The Academic Dean is responsible for maintaining the best practices and accreditation requirements for adjunct faculty hiring and for maintaining the academic personnel files.

5.2. The Academic Dean is responsible for the selection of adjunct faculty.

Human Resources:

5.3. Human Resources is responsible for obtaining a background check on potential adjunct faculty and to maintain all required HR paperwork.

5.4. Human Resources is responsible for ensuring the adjunct appointment does not pose a conflict of interest or a perceived conflict of interest with the staff member's employment, including any compensatory time issues.

Supervisors:

5.5. The immediate supervisor of the staff member is responsible for approving or denying the adjunct arrangement prior to the start date.

5.6. The immediate supervisor is responsible for verifying the accuracy of proper time documentation for hours worked as reflected on the bi-weekly time report.

Employees:

5.7. The staff member is responsible for ensuring the adjunct appointment does not conflict with their normally scheduled work duties

5.8. The staff member is to ensure there is a clear delineation between time accounted for work duties and adjunct time, if necessary.

Revision History

Rev. Date	Rev. No.	Revision
1/7/2025	2.	Housekeeping; New Format; Custodian Change; Change Human Resources Technician to Human Resources
11/17/2020	1.	Original