Adjunct Faculty Policy

POLICY: Adjunct			
POLICY NUMBER:	600.04.01	**CUSTODIAN:**	Academic Dean
APV'D DATE:	11/16/2021		
EFFECTIVE DATE:	7/21/2020	**REVIEW DATE:**	Oct 2021
REFERENCES:			
Faculty Credentialing Policy			

Part 1. Policy Background and Purpose

White Earth Tribal and Community College (WETCC) will hire Adjunct Faculty positions on an as-needed basis to fulfill course offering requirements or needs.

Part 2. Definitions

Adjunct positions are temporary, non-benefit faculty hired for a specified, limited term. Adjunct appointments are typically instructional in nature and the Adjunct is compensated on a per credit basis.

Part 3. Responsibility

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

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

Adjunct Faculty are responsible for providing all information and/or documentation required by Human Resources and the Academic Dean.

Part 4. Policy

There are no advertising or search requirements for Adjunct positions. The Academic Dean, in collaboration with HR, may hire a qualified candidate for Adjunct Faculty. Contracts are offered for only one semester at a time. Once an offer is made, an Adjunct Contract will be written and signed by all parties.

The Adjunct candidate must provide, and the Academic Dean secure, the following documentation prior to adjunct beginning employment:

- Current resume or curriculum vitae (CV)
- Official transcript
- Copy of the completed and signed Application Forms and Adjunct Contract and
- Narrative of faculty teaching qualifications
- Eminence documentation, if applicable

Adjunct Faculty are required to meet HLC credentialling standards

Adjunct Faculty will report to the Academic Dean as per the terms of their contract. They may also contact HR at any time with questions or concerns.

Adjunct Faculty are paid per the WETCC payroll cycle per time frame stated in the Adjunct Contract.

Classes may be cancelled due to low enrollment per Low Enrollment Policy 600.13.