

Staff Adjunct Faculty Policy

POLICY: Staff Adjunct Policy			
POLICY NUMBER: 300.53		CUSTODIAN: Special Projects	
APV'D DATE: 11/17/20			
EFFECTIVE DATE: 11/17/20		REVIEW DATE: 11/2020	
REFERENCES: Adjunct Faculty Policy, Conflict of Interest Policy, Hours of Work Policy, Outside Employment Policy			

Part 1. Policy Background and Purpose

The goal of this policy is to ensure staff who serve as an adjunct faculty member are fairly compensated at White Earth Tribal and Community College (WETCC). WETCC staff members teaching as adjunct faculty, may from time to time teach courses that are included in or in addition to their regular employment and assigned duties. WETCC and students benefit by this instruction and the individual employees are compensated for extra effort in addition to their regular salary, when appropriate.

Part 2. Definitions

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

Staff member includes all employees of WETCC, whether full-time or part-time (also referred to as “employee”).

Non-Profits Educational Institutes are exempt from overtime provisions.

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.

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

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

The Human Resources Technician is responsible to ensure 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.

The immediate supervisor of the staff member is responsible to approve or deny the adjunct arrangement prior to the start date.

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

The staff member is responsible to ensure the adjunct appointment does not conflict with their normally scheduled work duties and ensure there is a clear delineation between time accounted for work duties and adjunct time, if necessary.

Part 4. Policy

Subpart A. General

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.

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

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

Subpart B. Compensation for Instruction within Position Description

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

The Immediate Supervisor, Grant Manager, and Human Resources Technician 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.

Subpart C: Compensation for Instruction outside of Position Description

Hourly Employees:

1. Teaching Within Normally Scheduled Work Hours will not receive additional compensation.
2. Teaching Outside of Normally Scheduled Work Hours will be compensated for the additional hours of work that are over and above their normal scheduled working hours.

Salaried Employees:

1. Teaching Within Normally Scheduled Work Hours will not receive additional compensation.
2. Teaching Outside of Normally Scheduled Work Hours will be compensated for the additional hours of work that are over and above their normal scheduled working hours.