



POLICY AND PROCEDURE

TITLE:	Adjunct Instructor Assignments for Staff
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POLICY STATEMENT:

Goodwin University is committed to delivering a valuable academic experience to its students by providing high-quality instructors in the classroom. Many of our adjunct instructors are otherwise employed with a full-time vocation; this may include members of Goodwin University's staff.

PROCEDURE DETAILS:

Goodwin University regularly allows full-time and part-time members of its staff to also work at the University as adjunct instructors. The University recognizes that we need a policy that clearly outlines the approval process for these assignments, as well as the parameters under which these individuals are paid, to ensure clarity and consistency. Exceptions to this policy may be granted only by the EVP/Provost.

Full-time staff may teach up to six credits, or two sections per semester. Appointments will be made based on the needs of the department and at the discretion of the department chair. The course load limit for part-time staff is based on the current practices within each academic department.

A request form must be submitted by the staff member and approval must be received before assignment is confirmed. The request form and further details regarding this policy can be found on the [Goodwin Policy Website](#).

Any employee who accepts an additional assignment as an adjunct instructor must meet the following requirements:

- Approval received from the employee's manager, and his/her department's Vice President, prior to accepting an adjunct teaching assignment using the *Staff Request for Adjunct Instructor Assignment* form
- Meet the minimum qualifications required for the adjunct instructor position
- Be employed in good standing with the University, in terms of job performance and conduct
- Non-exempt employees must obtain additional approval from the VP of Human Resources

The employee must also recognize that:

- Approval is provided on a semester-by-semester basis only. Therefore, approval for prior semesters is not a guarantee of future approval.
- Any member of the employee's approval hierarchy may deny the request based on the employee's current or anticipated work load, overall department needs, the employee's work schedule, or other work-related factors.

- (S)he cannot teach a course that occurs on a day/time during which (s)he is regularly scheduled to work, or may be expected to work on a rotating basis, without prior management approval.
- If the employee's manager agrees to a flexible work schedule which allows the employee to accept an adjunct teaching assignment, the manager cannot guarantee future approval of the flexible schedule.
- (S)he may not perform any adjunct instructor work during their scheduled work hours (see "Definitions").
- Course evaluations are subject to review by administration.

COMPENSATION:

Once approval is received, the employee will receive compensation in accordance with the adjunct instructor pay schedule based on educational credentials, number of semesters teaching at Goodwin, and number/duration of courses being taught. This compensation will be in addition to the employee's standard salary.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

"Adjunct Instructor" work includes the time spent performing in-class instruction, online student instruction and monitoring, class preparation, and student assessment.

EXCLUSIONS:

- Employees who are hired specifically as adjunct instructors as their primary position at the University
- Employees who accept additional work related to course development and design, one-to-one contracts, and workshops/seminars conducted for students on behalf of another instructor.
- Full-time faculty

OFFICES DIRECTLY AFFECTED BY THE POLICY:

EVP/Provost, Human Resources

HISTORY: 3/5/14 – revised draft submitted for final approval; Revised December 2017; Revised February 2018; Revised September 2019; Revised January 2020

EFFECTIVE DATE:	April 1, 2014
RESPONSIBLE OFFICE (ONLY ONE):	Human Resources
REVIEW DATE:	Annually, January - March

APPENDIX:

N/A