



BOARD POLICY

No. 101-A

TITLE: Adjunct Faculty
DATE ADOPTED: November 17, 2020
EFFECTIVE DATE: November 17, 2020
SUPERSEDES: September 16, 1997

PURPOSE:

Adjunct faculty are instructional personnel whose services are contracted on a semester/term by semester/term basis.

This policy establishes and defines the minimum credentials, placement, workload, and compensation for adjunct faculty.

POLICY:

Minimum Credentials

In general, adjunct faculty must possess a minimum of a Master's degree in their discipline or a related field. However, upon the affirmative recommendation of the appropriate Dean and the Chief Academic Officer, the President may approve exceptions for individuals who at a minimum possess a Bachelor's degree plus relevant experience and/or relevant professional certification.

Placement

There are two levels of adjunct faculty: Adjunct Faculty Member and Senior Adjunct Faculty Member.

In order to achieve the level of Senior Adjunct Faculty Member, an individual must meet the following criteria:

- (1) Successful completion of two full semesters (terms do not count in this determination) of teaching at Rowan College at Burlington County.
- (2) Completion of the RCBC Adjunct Faculty Institute.
- (3) Completion of two additional RCBC Professional Development activities or external professional development activities approved by the Division Dean.
- (4) Receiving a classroom observation and two semesters of student evaluations.



Upon completion of required criteria, the appropriate Dean, or her/his designee, will review and recommend promotion to Senior Adjunct Faculty status to the Chief Academic Officer.

In order to meet student needs and the needs of the College, the President may make exceptions to the aforementioned criteria in specific and special cases.

Workload Limit

Ordinarily, an adjunct faculty member may not be assigned more than nine (9) contact hours per semester. In order to meet student needs and the needs of the College, twelve (12) contact hours per semester may be assigned with the prior written approval of the Senior Vice President and Provost.

No adjunct faculty member shall be assigned a full-time teaching load.

Compensation

The President is responsible for establishing adjunct faculty compensation rates. These rates may be changed as the President deems appropriate.

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11/17/2020

President

Date:

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11/17/2020

Chairman

Date: