

Adjunct and Overload Policy

John Chambers College of Business and Economics

Last Update: 11/14/2023

Purpose and Scope:

This policy covers administrative processes for the hiring of adjuncts and overloads. It includes college planning, job advertising, and hiring processes as well as contract and salary administration.

Introduction:

The college uses adjuncts and overloads to address specific needs but there are limitations to how these positions may be used including salaries offered and contract terms. This policy provides clarity for Department Chairs in this regard.

Policy/Procedures:

1. Administration of Adjuncts/Overloads

a. Budget Plans (Annually in February)

Annual budget plans for adjuncts/overloads are developed in February each year. Department Chairs are asked to identify needs for the upcoming Fall and Spring semesters including Winter Intersession, Maymester, and Summer sessions. Department Chairs will be asked to provide the course name/number, adjunct/overload status, and note expected compensation amount so the Business Office can prepare annual budget plans.

b. Contract Letters (Dates Specified in Table)

Department Chairs should provide information on adjuncts/overloads needed for the upcoming semester to the Dean's Office by the deadlines below. In turn, the Dean's Office will send out contract letters by the deadlines listed on the table for each semester. All contract letters will be issued by the Dean's Office.

Semester	Department Chairs Submit Adjunct/Overload Information to Dean's Office	Contract Sent Out
Fall Semester	July 1	Aug. 1
Spring Semester	Nov. 1	Dec. 1
Summer	April 1	May 1

c. Adjunct Employee Roster Maintenance (End of each Semester and in June)

At the conclusion of each semester, the Dean's Office will move all adjuncts to non-contract/zero pay unless they have future contracts planned.

In June of each year, the Dean's Office will request that Department Chairs review their Adjunct Employee Roster and note any adjuncts they will not be hiring back in the following academic year.

2. New Hires

All adjunct positions are listed through WVU Hire using the same process required to hire full-time professors. Departments will post a generic job ad for each adjunct lecturer. This ad is a long-term posting. Hiring authorities can review/reject candidates periodically. These long-term ads also facilitate our compliance with the 10-day posting requirement for job advertisements. Department Chairs can review the active pool anytime they are ready to hire. They can also reach out to qualified individuals and ask them to apply for the position. Please note that new adjuncts cannot be onboarded outside of WVU Hire.

Non-binding offers can be extended verbally by the hiring manager. Upon acceptance, the Onboarding Coordinator will draft the formal offer letter and send it to the recruiter. The offer will then route through WVU Hire for approvals and be officially extended. The new hire will then be contacted by Shared Services to process for payroll. New hires may not begin work until they are fully processed by Employee Processing. Please keep this in mind when considering a start date. Allow for a minimum of a 10-day turnaround from the day the offer goes out to start date. If you have an adjunct that is already on payroll, you will follow instructions for contract letters as shown in item 1.b above.

See **Appendix A** for a sample job advertisement and **Appendix B** for an offer letter template for your use.

3. Rate Schedule

Department Chairs should use the following Pay Rate Schedule for each 3-credit hour course taught. In special circumstances, including difficult-to-fill positions, you may request approval from the Dean to offer a higher adjunct stipend.

Adjunct Pay Rates (Undergrad/Graduate Courses)	Overload Pay Rate
Accounting: \$7,950 Economics: \$5,000 Finance: \$8,650 MIS: \$6,800 Management: \$6,800 Marketing: \$6,800 GSCM: \$7,500 General Business: \$5,000 DBA: \$10,000	All: \$7,500

Due to the need for consistency across programs and continuing budget constraints, any contract that is extended in excess of the rates listed above, will have a reduction applied to departmental funding by the amount of the overage.

4. Overloads

a. Overload Contracts

Faculty overload contracts will be approved for DBA course instruction and extenuating circumstances. For additional information on Overload Teaching policies, see section 4.2.1.3 of the WVU Faculty Handbook.

b. Confirming Current Workload

In order to determine eligibility for Faculty Overload payment, the Dean’s Office will need to confirm current workload to approve that the overload payment is warranted.

5. Summer Teaching Assignments

By April 1 of each year, Department Chairs will be asked to provide information on summer teaching assignments to the Business Office. The information requested will include instructor name, subject, course, section, title, current enrollment, on-campus or online course, course dates, and contract amount. Contracts should be prepared for adjunct faculty, so they have a written agreement.

Summer Compensation Guidelines (For Undergraduate/Graduate Course):

- The base payment for a 3-credit hour course will be \$3,600, up to an enrollment count of 11 students.
- If enrollment exceeds 11 students, an additional payment of \$390 per student will be added.
- The max payment will be \$7,500 per 3-credit hour course for Faculty and \$5,000 per 3-credit-hour course for adjuncts.
- Enrollment will be assessed on the first day of the course.
- Courses with low enrollment must be reviewed, on a case-by-case basis, to determine if the course should be cancelled.

Note: Any exception to the above compensation guideline must have written approval from the Dean

Dean Approval:



Signature

11/17/2023

Date

Appendix A

Adjunct Lecturer – Example Job Advertisement

The Department of XXXXX at West Virginia University invites applications for part-time Lecturer positions to teach in the Spring, Summer, and Fall semesters of 2023. Areas of need include undergraduate and graduate courses in list specific fields.

Qualifications

Master's degree in list specific fields or equivalent, and a relevant professional certification (e.g., list examples are required). Individuals with a doctoral degree are eligible to teach graduate or undergraduate courses; individuals with only a master's degree are eligible to teach undergraduate courses.

Applications will be accepted throughout the year and will be considered as openings arise. Salary is established on a per-course basis. While these positions are not anticipated to be benefits-eligible, individual positions may become benefits-eligible based on course load - which may vary depending on departmental need.

Please submit a single PDF file with (a) a letter of application summarizing your teaching qualifications, (b) your curriculum vitae, and (c) contact information for two individuals who can provide letters of recommendation.

At West Virginia University, we pride ourselves on a tireless endeavor for achievement. We are home to some of the most passionate, innovative minds in the country who push their limits for the sake of progress, constantly moving the world forward. Our students, faculty and staff make this institution one of the best out there, and we are proud to stand as one voice, one university, one WVU. Find out more about your opportunities as a Mountaineer at <https://talentandculture.wvu.edu/>.

Affirmative Action

West Virginia University is proud to be an Equal Opportunity employer, and is the recipient of an NSF ADVANCE award for gender equity. The University values diversity among its faculty, staff, and students, and invites applications from all qualified applicants regardless of race, ethnicity, color, religion, gender identity, sexual orientation, age, nationality, genetics, disability, or Veteran status.

Appendix B
Adjunct Lecturer – Example Contract

DATE

NAME

ADDRESS

CITY, ST ZIP CODE

Dear NAME:

I am pleased to offer you a position as a Visiting Lecturer in the Department of XXXXX of the West Virginia University John Chambers College of Business and Economics. Your term of appointment is from January 2, 2023 through May 15, 2023. Your compensation will be \$5,000 per course, payable bi-weekly. Should course enrollment drop below 15 registered students, the compensation (per course) could change to \$500 per enrolled student. This position is part-time (0.10 FTE) and non-tenure track. The position neither accrues tenure credit nor implies a promise of future employment. According to Board rule, the appointment is only for the period and purposes specified, with no other interest or right obtained by virtue of such appointment.

Your responsibilities include teaching **list course name, number, and dates course is offered**, as assigned by the chair of the Department of XXXXX. You are expected to obtain student evaluations of all courses you are teaching. A form developed by the Faculty Senate offers an expedient way to obtain this information. Your department chair can provide you with assistance in the administration of these evaluations. You may want to add course syllabi, examples of quizzes and tests, copies of hand-outs, peer evaluations, and self-evaluations to your evaluation file. The potential for reappointment will be based on a review of the material in your file by the department but must include a positive outcome from the student evaluations.

This position is contingent upon a satisfactory result from your background check, which is currently in progress. Should your background check reveal any unsatisfactory results, your employment may be terminated effective immediately.

This offer of employment is contingent upon your ability to provide satisfactory documentation for the completion of a federal I-9 form. West Virginia University is required to complete and retain an I-9 Form for each employee to verify identity and eligibility to work in the United States. To comply with federal requirements, you must present your eligibility and identity documentation to Shared Services before your first day of paid employment. For more information regarding Shared Services including locations, hours and a complete list of acceptable documents, please visit <https://sharedservices.wvu.edu/employee-processing>.

If you are a nonresident alien and you currently do not possess authorization to work in this position at West Virginia University, please contact the International Students and Scholars Services at (304) 293-5954 immediately upon receiving this offer of employment. New employees who are a Foreign National should provide their documentation to Tax Services on or before their first day of employment. Please visit <https://taxservices.wvu.edu/internationals/international-payroll-processing> or contact Tax Services at tax@mail.wvu.edu or (304) 293-3379 ext. 3 for additional information.

This appointment is offered in accordance with the provisions of WVU Board of Governors Faculty Rule 4.2, the West Virginia University Faculty Handbook, available online at <https://faculty.wvu.edu/>. As with all positions in higher education, it is subject to the availability of funds and approval of the appropriate expenditure schedule. During the term of this appointment, the University reserves the right to temporarily adjust or reduce your salary or to require you to take unpaid furlough days. The University shall only exercise these rights if budgetary conditions of the University require it. Further, you will be provided at least 30 days' notice prior to the University exercising any of these rights. Your employment at West Virginia University is governed by the rules and procedures contained in these documents, as they are and as they may from time to time be changed. It is also governed by other policies adopted by the University and the faculty and administration of the John Chambers College of Business and Economics. Significant policies and procedures include, but are not limited to, University statements that address evaluation, promotion and tenure, conflict of interests, outside professional interests, intellectual property, and integrity and compliance. It is your responsibility to be aware of these policies and procedures as well as others that may apply to you. Further information regarding those policies that may be applicable to you in addition to information concerning your privileges and duties as a faculty member, may be obtained by contacting your chair/director.

The professional conduct of West Virginia University employees is critical to the fulfillment of WVU's mission, vision and values. The success of our University is built upon the concept of our employees and officials conducting themselves in a manner that demonstrates WVU's values: Service, Curiosity, Respect, Accountability and Appreciation. The [Code of Conduct](#) outlines how WVU expects you to perform your work and interact with all members of the University community, including students, other WVU employees and visitors. WVU promotes freedom of expression and open communications. The University supports and encourages everyone to express their thoughts and concerns in a respectful manner. Leaders should provide fair and equitable treatment of others and create a positive, diverse, inclusive work environment. WVU expects you to abide by these standards, to protect the University by complying with state and federal laws and regulations, and to follow professional standards of conduct and/or ethical requirements specific to your assignment or discipline.

According to federal law, West Virginia University must publish and distribute an Annual Security and Fire Safety Report (ASR) to current students and employees and to give notice of its availability to prospective ones. The ASR includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by West Virginia University, and on public property within or immediately adjacent to and accessible from the campus. The ASR also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a hard copy of the ASR

by contacting the W. Va. Univ. Police at 304-293-3136 or by accessing it here: <https://police.wvu.edu/clery-act/campus-safety/annual-clery-report>

In accordance with Title IX regulations, the University's Title IX Coordinator contact information is as follows: James Goins; Title IX Coordinator/Director of Equity Assurance; Division of Diversity, Equity and Inclusion -- Equity Assurance Office; 1085 Van Voorhis Road, Suite 250; Morgantown, WV 26506; Phone: 304-293-5600; E-mail: james.goins@mail.wvu.edu

At West Virginia University, security is a shared responsibility. That's why we require everyone to use two-factor authentication. Simply put, it's an extra layer of security besides your username and password. When you log into a secure system that contains sensitive, personal or financial information, you'll have to confirm your identity with two things -- something you HAVE (a device) and something you KNOW (a password). For more information, please visit our [knowledge base articles](#).

As part of your new employee experience, you will have the opportunity to learn about the mission and values of the University, hear a special message from President E. Gordon Gee, and review helpful resources in our new virtual [New Mountaineer Orientation](#). On your first day of work with WVU, please access the session. It is self-paced, so you can join whenever is most convenient for you, and you can come back to the session whenever you would like. Be sure to click on the links within the session for videos, tips, and trivia. Your New Mountaineer Concierge will send you a welcome email that also includes this link for easy access.

You should also check out the new employee resources available in: [New Employees Guide for a Successful First Year](#). Your supervisor has a companion guide and should work with you to ensure success in your first year as a Mountaineer. Additionally, please visit the [New Mountaineer Welcome Center](#) to learn more about WVU, Morgantown and West Virginia.

You are required to submit final grades using STAR within 48 hours of administering a final exam (or 48 hours of course completion). Instructions for entering grades are found here: <https://wvu.teamdynamix.com/TDClient/KB/ArticleDet?ID=8743>

To comply with FERPA, you are required to utilize MIX email (and not other outside email sources) during the semester to receive important messages pertaining to your role as the instructor of record for a course, or pertaining to students enrolled in your class. Additionally, you are required to utilize MIX email (and not other outside email sources) to communicate with students about course-related conversations, including grades, assignments, meetings, etc. You can access MIX email easily through PORTAL.wvu.edu. If you are new to the WVU email system, you must first visit <login.wvu.edu> to claim your account, take the cybersecurity quiz and add recovery contact information. For security purposes, WVU requires two-factor authentication to access electronic systems.

It is required that you maintain records for 1 year, according to WVU's record retention policy. Graded, but not returned examinations, papers, projects should be kept one year from the date of the issuance of the final grade; afterwards, such items can be shredded.

Due to space constraints in B&E, an office will not be assigned to visiting lecturers. Instead, you are asked to maintain a readily-accessible communication method for students to contact you (e.g., email and/or telephone). Should you need to meet with a student, a temporary office could

be made available with advance notice. Please contact the B&E Information Technology (BE-IT) at BEITHelp@mail.wvu.edu to make arrangements.

Prior to December 31, 2023, you are required to create and update a personnel file utilizing Digital Measures, and submit a College Productivity Report to the Department Chair. If you have not done so in prior semesters, Please contact Brad Humphreys at brhumphreys@mail.wvu.edu to create an account.

Please acknowledge your acceptance of these general conditions and the more specific aspects of your employment as outlined in this letter within ten working days of its receipt. Should you have any questions about this appointment letter, please do not hesitate to contact me. We look forward to you joining the West Virginia University team and to the contributions that you will make to the university.

Sincerely,

NAME, Chairperson

Department of XXXXX

Chambers College of Business & Economics

**Please have an official transcript posting the highest degree you have earned sent by the educational institution directly to Texie.Wells@mail.wvu.edu.