



**Policy Title: Policy on Adjunct (Part-Time) Faculty at Baylor University**

**Policy Number: BU-PP 720**

**Date Issued: January 13, 2021**

**Responsible Executive: Provost**

**Date Last Revised: November 20, 2023**

**Responsible Office: Provost**

## **Policy on Adjunct (Part-Time) Faculty at Baylor University BU-PP 720**

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### **Policy Statement**

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Adjunct Faculty, also known as Adjunct Lecturers, or “in Residence” faculty provide an invaluable service to Baylor University students and the entire University community. They supplement University faculty resources on a part-time basis by bringing their unique expertise, most commonly expertise as current field-practitioners, to bear in particular courses or ‘in Residence” assigned duties. This policy sets forth the roles and responsibilities of Adjunct Faculty members at Baylor University and the roles and responsibilities of those engaged in the hiring and employing of such faculty.

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### **Reason for the Policy**

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This Policy is designed to establish baseline standards related to search processes, employment agreements, and conditions of employment for Adjunct Faculty. The purpose of this Policy is to ensure a high quality of instruction and /or other assigned duties by individuals with appropriate credentials and experience and to provide a set of practices regarding Adjunct Faculty.

This policy is intended to comply with legal requirements in Texas and other states where faculty may reside and work in accordance with the Baylor University *Alternate Work Location Policy* ([BU-PP 045](#)).

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### **Individuals/Entities Affected by this Policy**

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This policy applies to all Adjunct Faculty members at Baylor University.

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## Exclusions

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- Individuals employed under other faculty policies, including Full-time Temporary Lecturers.
- Individuals not employed by the University, including “affiliate faculty”
- Staff employees teaching on a part-time basis
- Graduate students teaching as part of their own educational instruction
- Individuals employed to provide continuing education credits do not have Adjunct Faculty status by virtue of providing instruction in that program.
- Individuals providing occasional lectures or short presentations in courses under the direction of Faculty of Record
- Individuals who work at other institutions and support Baylor student instruction as part of Externships/Internships/Practicum Arrangements do not have Adjunct or any other Baylor faculty status by virtue of providing instruction in those programs.

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## Related Documents and Forms

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### University Policies and Documents

[Policy for the Assessment of Part-Time Faculty](#)

[Faculty Grievances Policy \(BU-PP 712\)](#)

[Academic Credentials for Faculty and Graduate Teaching Assistants \(BU-PP 717\)](#)

[Baylor University Personnel Policies](#)

### Other Documents

Fair Labor Standards Act (FLSA)

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## Definitions

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These definitions apply to terms as they are used in this policy.

<b>Employment Offer Letter</b>	The document issued upon job offer that identifies the faculty employment terms. This is not a Letter of Appointment / employment contract.
<b>Adjunct Faculty</b>	<p>Throughout this policy, the terms “Adjunct Faculty”, “Adjunct Lecturers”, and “in Residence” faculty refer to those who are:</p> <ol style="list-style-type: none"><li>1. Employed to provide University instructional services within one or more departments and/or schools on a <b>part-time basis</b>;</li><li>2. Neither tenured nor eligible for tenure; and</li><li>3. Either appointed to teach specific courses and compensated on a course-by-course basis <u>or</u> appointed as special “in Residence” faculty to serve a program or unit (i.e. Executive in Residence, Physician in Residence, Artist in Residence”</li></ol> <p>This includes Adjunct Faculty hired to teach during Summer or mini-semesters.</p> <p>Adjunct Faculty are not otherwise in another faculty status, e.g., they are not Lecturers or Clinical faculty. They are “at will” employees.</p>

2. Policy on Adjunct Faculty at Baylor University (BU-PP 720)

<b>Exempt</b>	Not subject to the legal overtime requirements. Exempt jobs are paid on a monthly, salary basis.
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## Contacts

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Subject	Contact	Telephone	Office email/web site
<b>Policy Questions</b>	Office of the Provost	254-710-3601	<a href="https://www.baylor.edu/provost/">https://www.baylor.edu/provost/</a>

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## Responsibilities

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<b>Office of the Provost</b>	The Office of the Provost oversees the academic enterprises by providing vision and leadership and promoting excellence in teaching, learning, and research. The Office of the Provost also oversees the faculty recruitment and hiring process and makes the final recommendation to the President on faculty appointments.
<b>Deans</b>	The Deans oversee the process to recruit, hire, onboard, employ, and terminate Adjunct Faculty. Deans ensure that all adjunct faculty members have the required credentials, satisfy the missional elements unique to the University, are issued the approved Employment Offer Letter for each period of employment, and otherwise perform their duties as assigned.
<b>Human Resources</b>	The Baylor HR office is responsible for supporting the onboarding processes and procedures for all faculty, staff, and students.
<b>Payroll</b>	The Payroll office provides accurate and timely payments to students, faculty, staff, and retirees including accurate calculation of payroll deductions, and federal taxes.

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## Principles

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- Adjunct Faculty are Exempt Baylor employees. As such, they comply with University policies and various directions from the Office of Provost, the Dean of their School, and their Chair in support of the accomplishment of Baylor's mission. It is the responsibility of each Adjunct Faculty to familiarize himself or herself with the policies and procedures, which may change from time to time at Baylor's sole discretion.
- An Adjunct Faculty may **not** be employed for a full teaching load within a single department or among several departments. The need for full-time instructors must be filled through the employment of other faculty positions, e.g., Temporary Lecturer under the Lecturer policy, [BU-PP 716](#). However, in rare circumstances with Office of Provost written approval, an Adjunct Lecturer may be employed on a temporary, full-time basis for no more than one partial semester or term. Such employment for a partial semester does not change the status of the Adjunct Lecturer to a Temporary Full-Time Lecturer under BU-PP 716. Should the School have a need for the Adjunct Lecturer to continue on a temporary full-time basis for

the immediately subsequent semester or term, the faculty member must be employed under BU-PP 716.

- To avoid any confusion about a faculty member's status and applicable Personnel Policies, Adjunct Lecturers shall be identified as such and not as “Lecturers” (which are a different category of faculty).

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## **Recruitment, Selection, Compensation**

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### Recruitment:

- To the greatest extent feasible, Schools should advertise for Adjunct Faculty and actively search for highly qualified faculty members.
- As is consistent with Baylor’s Christian mission to prepare students for worldwide service, Schools should seek to recruit excellent faculty from a diverse range of backgrounds and experiences.
- Adjunct position advertisements should identify that the positions are not eligible for work permit (visa) sponsorship given the temporary and part-time hours of the positions.
- Advertisements must comply with all other Baylor posting requirements.

### Selection Procedures:

- EEO: Baylor is committed to Affirmative Action and Equal Employment Opportunity principles. Recruitment, selection, onboarding, and employment of Adjunct Faculty will adhere to the University’s principles of equal opportunity.
- Credentials: Each Adjunct Faculty member must be qualified for the course(s) or “in Residence” responsibilities he or she is teaching/performing as described in [BU-PP 717, Academic Credentials for Faculty and Graduate Teaching Assistants](#). As with all faculty, these qualifications will be documented for each Adjunct Faculty member on the Faculty Certification of Credentials form and submitted to the Office of the Provost.
- University Mission: As part of the Adjunct Faculty application and approval process, deans or their designees will follow part-time faculty mission review procedures delineated by the Office of the Provost.
- Background Checks: Each School will utilize the Baylor Human Resources process to obtain Adjunct Faculty background checks prior to the Adjunct Faculty member’s performing instruction.
- Hiring Process:
  - New Adjunct Faculty hires (to include those who have not taught at Baylor in the immediate past four years) will be processed through the University’s faculty applicant and hiring system.

#### 4. Policy on Adjunct Faculty at Baylor University (BU-PP 720)

- Returning Adjuncts who have taught in the immediate past four years will be processed as follows:
  - Part-time faculty who are benefits eligible (.75 FTE to just under 1.0) and who have previously been interviewed by the Office of Provost may be hired with a personnel action form (PAF) and issuance of the Employment Offer Letter. Those who have not been previously interviewed will be scheduled for Provost interview and a PAF and Employment Offer Letter will be used.
  - Part-time faculty who are not benefits eligible (.74 FTE or less) may be hired with a PAF and issuance of the Employment Offer Letter.

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## **Terms of Employment**

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Each Adjunct Faculty member is granted a temporary assignment to teach a specific course or specific courses. Adjunct Faculty may be appointed for more than one course in a semester or term and may be appointed for consecutive semesters or terms.

Employment Offers: Each Adjunct Faculty member is *not* issued an annual contract but is issued an Employment Offer Letter each semester, term, or academic year, and which Offer Letter identifies the specific assigned course or courses or other duties in the case of “in Residence” adjuncts. The Employment Offer Letter will be issued by the Dean (or his or her designee) through TCM using the approved Provost’s template. Issuance of Offer Letters may not be delegated below the School level. Chairs will comply with the limits on delegated contract requirements and refrain from making employment promises or entering into an employment agreement at their level.

Compensation and Benefits: Every effort should be made to make Adjunct Faculty compensation professionally appropriate and competitive to the extent allowed by available fiscal resources. Adjunct Faculty are compensated on a course-by-course basis or per semester in the case of “in Residence” adjuncts. Benefits, if any, are in accordance with standard Baylor policies. Adjunct Faculty are ineligible for the faculty retirement contract plans regardless of length of service.

Leave: Adjunct Faculty members are ineligible for sabbatical and research leave, regardless of length of service. Other leave eligibility is dependent on benefits status and Baylor policy on the type of leave for faculty members.

Reappointment: The decision whether to employ an Adjunct Faculty member after the teaching semester or term remains within the discretion of the Dean and upon Provost approval. Such reemployment (new semester or term) must be documented utilizing the Provost’s Employment Offer Letter template in TCM.

Tenure and Subsequent Appointments: No Adjunct Faculty have any right, entitlement, or guarantee to future appointments. Appointment as an Adjunct Faculty member is not a tenure-track appointment and creates no expectation of eligibility for tenure.

Should an Adjunct Faculty member be hired into a full-time Tenure-track, Tenured, Lecturer, or Clinical position, prior service as an Adjunct Faculty member is not counted toward tenure or promotion.

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## **Development and Community Participation**

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Each School shall provide each Adjunct Faculty member with the support the School determines to be necessary for the execution of the Adjunct Lecturer's duties. Support may include access through the University's website or other electronic resources.

Adjunct Faculty may be supported for professional development opportunities to the extent reasonably feasible as determined by the School.

As Adjunct Lecturers are focused on instruction for assigned courses, they are not assigned service responsibilities or administrative positions. However, Adjunct Faculty may be invited, to the extent feasible, to participate in the scholarly, intellectual, academic, and social life aspects of their Departments and Schools and the University. Faculty voting privileges are not extended to Adjunct Faculty.

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## **Assessment of Adjuncts**

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Each semester each department chair, dean in units that are not subdivided into departments, or program director who is supervising Adjunct Faculty evaluates the performance of each Adjunct Faculty member within the unit in order to determine (a) whether the faculty member should be employed in future semesters and (b) whether any issues need to be addressed in order to ensure that the faculty member's teaching and any additional teaching-related duties, or "in Residence" performance, is of the highest quality,.

Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about compensation and any subsequent appointments are made.

Assessments are performed in accordance with Provost and Human Resources policies, including particularly the [Policy for the Assessment of Part-Time Faculty](#).

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## **Dismissal During Employment; Separation; and Non-renewal**

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Baylor's *Faculty Dismissal Policy*, [BU-PP 705](#), does not apply to Adjunct Faculty members.

Adjunct Faculty positions are "at-will." The employment of an Adjunct Faculty member may be canceled, eliminated, or reduced in whole or in part at any time during the period of employment in Baylor's sole discretion, with or without advance notice. Such cancellation shall terminate all rights, titles, and employment arising from the Employment Offer Letter and this policy.

6. Policy on Adjunct Faculty at Baylor University (BU-PP 720)

An Adjunct Faculty member may voluntarily separate at any time. “Voluntary separation” includes resignation, retirement, walking off the job, and job abandonment. A faculty member who, without the permission of the department chair, dean, or Provost, fails to report to work for a period of time exceeding 30 calendar days or fails to return to work after the expiration of an approved absence shall be deemed to have constructively tendered a resignation (job abandonment). Death automatically terminates employment.

To the extent applicable, Adjunct Faculty will comply with the Baylor Personnel Policy, [BU-PP 733](#), governing the process of separation from Baylor.

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## **Grievance**

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With the exception of those policies and procedures that relate to the appointment, rank and tenure of tenured and tenure-track faculty, Adjunct Faculty have the same grievance procedures as do all other faculty of the Schools.

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## **Miscellaneous**

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This Policy does not constitute or create a contractual obligation on behalf of the University toward, or with, any individual or entity, including, without limitation, contractors, faculty, or contracted staff.