

Section: Adjunct Faculty Ineligible for Rehire

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Sponsoring Unit/Department: Office of the Provost

Adjunct Faculty Ineligible for Rehire

Adjunct faculty are hired as temporary employees by the College. If the adjunct's direct supervisor, in conjunction with Human Resources (HR), determines that an individual adjunct faculty member is ineligible for rehire in the future, that faculty member will be given notice of the decision within 30 days from the end of the semester. A decision to place an adjunct faculty member in an ineligible for rehire status should be based on significant, documented, performance issues. Examples of such behavior may include but are not limited to such areas as: repeated incidents with teaching policies and timelines such as grading and attendance, inappropriate language or conduct in the classroom, failure to improve teaching practices focused on student success, and violations of the employee personnel policy. Supervisors will remove the adjunct faculty from the hiring pool using this process rather than simply not offering the adjunct faculty further courses.

Appeal Process:

The faculty member may request a meeting with their academic dean within 14 days of notification to discuss the factors leading to their ineligibility for rehire. The adjunct faculty member may bring an employee advisor to this meeting and may request an HR representative be present. At this meeting the faculty member may present additional information they feel relevant to the decision. The dean will inform the faculty member of their decision within seven days. This timeline may be extended if additional researchers and/or other considerations are needed, however the adjunct faculty member will receive notice in writing of any extension. The dean's decision is final.

If the adjunct faculty member believes that their academic dean cannot be impartial in the decision making process, they may request an alternative academic dean to hear their appeal. Likewise, the appeal process may be delegated to another dean or academic administrator in the event the academic dean for the discipline taught by the adjunct faculty is unavailable or feels it would be inappropriate for them to complete the process.

Rehire

An adjunct faculty member may petition the academic dean for expiration of ineligibility two years from the end of their last semester teaching. If approved, the adjunct will then be eligible to apply through the established hiring process.