



OPSU POLICIES AND PROCEDURES

TITLE: Adjunct Policy

APPROVED BY: Wayne Manning, VPAAO

DATE: May 9, 2005 (Updated 9-23-10)

Qualifications for Appointment:

1. All adjunct employees must be verified by Human Resources and must fill out appropriate paperwork as well as present appropriate employment verification.
2. All appointments shall be semester-by-semester as determined by deans of individual schools.
3. Demonstration of qualifications to teach the course(s) for which s/he is hired. For example, have at least 60 college credit hours or have a certification in the areas they are teaching.
4. Official transcripts are required to be on file in the Office of Academic Affairs.

Consideration for payment:

1. Courses taught are paid per credit hour at the current rate.
2. The payment schedule is as follows:
Fall – Four equal payments beginning the last working day of the month in September and ending the last working day of the month in December.
Spring – Four equal payments beginning the last working day of the month in February and ending the last working day of the month in May.
3. Courses must have a minimum of ten students.
4. Courses with less than ten students will be dealt with on a case-by-case basis and offered by recommendation of the dean. Faculty teaching these classes could receive a prorated salary.
5. A course can be combined with another to receive full payment as one class if less than 10 in both courses.

6. Classes that are offered simultaneously will be considered one class for the purpose of payment. This also refers to cross-listed courses.