

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY B-5

ADJUNCT FACULTY

Section 1. General

- 1.1. The Board of Governors of BridgeValley Community and Technical College (BridgeValley) recognizes the importance of an appropriate cadre of traditional faculty that provides continuity in high-quality instruction, research, scholarship, creative activity, and service.
- 1.2. The Board of Governors also recognizes that significant contributions to the institution’s mission can be made by highly qualified faculty members who may fill part-time roles for a variety of reasons.
- 1.3. Scope — This policy defines the role of part-time and other adjunct faculty members, and, when appropriate, the conditions of their employment.
- 1.4. Authority — W. Va. Code § 18B-2A-4, § 18 B-1-6
- 1.5. Effective Date — July 12, 2013; Revised November 20, 2015. New Effective Date — December 21, 2015.

Section 2. Definitions

- 2.1. The term “adjunct faculty” may be applied either to faculty who are remunerated part-time employees or who are unpaid volunteers with a courtesy title.
 - 2.1.1. Part-time faculty appointments may be for one semester or one academic year. Such appointments may not exceed nine simultaneous academic credit hours. Ongoing appointments at or above 0.53 FTE are benefits-eligible.
 - 2.1.2. Courtesy appointments may be for an extended period of time.

Section 3. Conditions Governing Part-Time Faculty

- 3.1. Part-time and other adjunct faculty are subject to appropriate sections of BridgeValley Board of Governors (Board) Policy B-1, including but not limited to Section 2, “Academic Freedom and Professional Responsibility.”
 - 3.1.1. Part-time and other adjunct faculty members shall have appropriate academic qualifications and experience.
 - 3.1.2. Part-time and other adjunct faculty members shall receive appropriate information concerning institutional policies, procedures, expectations, and support.

- 3.1.3. Part-time and other adjunct faculty members shall receive appropriate information about their duties and responsibilities and specific information about course content, syllabi, methodologies, and expected learning outcomes for students.
- 3.1.4. Part-time and other adjunct faculty members shall be evaluated regularly. Such evaluation will be a basis for possible continuing employment.
- 3.1.5. Part-time and other adjunct faculty members should receive mentoring and other appropriate assistance from full-time faculty members and academic administrators, as well as opportunities to participate in professional development activities.
- 3.1.6. At the discretion of individual departments or divisions, part-time and other adjunct faculty members may participate in faculty governance and may serve on committees.
- 3.1.7. Part-time and other adjunct faculty should be included in the planning of academic activities whenever possible, in order to ensure their understanding of the academic mission and goals of the unit and the context of their role therein.

Section 4. Balance Between Full-Time and Part-Time Faculty

- 4.1. BridgeValley will maintain an appropriate balance between full-time and part-time faculty that is consistent with the institution's mission.
 - 4.1.1. The institution will maintain a cadre of full-time faculty to enable it to function appropriately. Such full-time faculty may include faculty who are tenured, tenure-track, clinical-track, instructional specialists, librarian-track, and non-tenure track.
 - 4.1.2. The institution may engage part-time and other adjunct faculty in order to utilize academic expertise that is locally available; to address programmatic necessity; to address budgetary constraints; and to respond to special circumstances.

Section 5. Reporting of Data

- 5.1. The institution will report to the Council by November 1 the number of part-time and other adjunct faculty. Subsequent reports to the Council will occur periodically, as requested.