

**SHEPHERD UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 24**

**TITLE: PART TIME EMPLOYEES AND ADJUNCT FACULTY**

*SECTION 1. GENERAL*

- 1.1 Scope - Policy regarding utilization of part time employees at Shepherd University, including adjunct faculty. The provisions of this Policy are not intended to establish a policy mandate under which any part-time or temporary employee may claim a right of full-time employment. The President and his or her designees are intended under this Policy to exercise their judgment, in their sole discretion, to fulfill the Board's intentions under this Policy.
- 1.2 Authority - West Virginia Code § 18B-2A-4, 18B-7-6.
- 1.3 Effective Date – June 22, 2006, Amending the July 14, 2003 version of the Policy.

*SECTION 2. DEFINITIONS*

- 2.1 The term 'part time staff' as used herein shall mean those non-faculty employees whose status is defined in Sections (2.1) and (2.2) of Policy 9 of this Board.
- 2.2 The term 'adjunct faculty' as used herein shall mean those persons who are not designated for full time employment and whose status is defined in Section (3.11) of Policy 19 of this Board. The policy set forth herein as to adjunct faculty shall have no application to the adjunct faculty appointment of persons otherwise employed as fulltime classified or non-classified employees.

*SECTION 3. PART TIME STAFF*

- 3.1 It is the policy of the Board of Governors that full-time regular employment status, including the provision of benefits, is the preferred status of employment for staff employees. The Board of Governors provides for a benefit plan for full time employees that includes retirement, insurance, leave, and other benefits. These benefits are offered as part of the comprehensive compensation of employees because the Board recognizes that a benefits plan of this type improves morale and productivity. The Board also recognizes that a benefits plan of this type attracts greater quality in our workforce.
- 3.2 The use of reasonable numbers of part time staff is required for the effective operation of the institution. Defined tasks are sometimes better suited to being assigned to a part time employee. Workload may only demand an additional .5 FTE

or less. A part time employee may be an appropriate remedy for a unit where workload is regularly requiring overtime work. As a governing principle, in the absence of dire financial conditions, the University will not hire multiple part time staff for the specific purpose of avoiding the cost of benefits.

- 3.3 The use of reasonable numbers of part time or full time temporary staff employees is required to permit the University to address periodic fluctuations in workloads within various departments of the University. As a governing principle, in the absence of dire financial conditions, the University will not hire temporary staff employees for the specific purpose of avoiding the cost of benefits.

#### *SECTION 4. ADJUNCT FACULTY*

- 4.1 It is the policy of the Board of Governors that the University shall employ sufficient numbers of full time faculty to maintain an effective shared governance process in the management of academic programs, student advisement, and scholarship. The Board of Governors provides for a benefit plan for full time employees that includes retirement, insurance, leave, and other benefits. These benefits are offered as part of the comprehensive compensation of employees because the Board recognizes that a benefits plan of this type improves morale and productivity. The Board also recognizes that a benefits plan of this type attracts greater quality in our workforce.
- 4.2 The use of reasonable numbers of adjunct faculty is required for the effective and efficient delivery of instructional services. Adjunct faculty allow the institution to expand the breadth of course offerings at a manageable cost. Often adjuncts bring special credentials or experiences to the instructional faculty which could not be obtained through a full time hire. The President and the academic officers of administration are responsible for maintaining a reasonable and appropriate balance in the utilization of full time and adjunct faculty.