

This guide provides instructions to HRPs/HRAs (HR personnel) for processing and preparing contracts and personnel actions for individuals whose **primary** appointment is an adjunct faculty position. This guide does **not** apply to full time faculty who hold secondary assignments in an adjunct position.

Adjunct faculty appointments must be recruited for under VCU's adjunct faculty recruitment process (see *Adjunct Position Recruiting & Hiring Guide* under "Faculty Searches" in Faculty HR section of InsideHR website). Because adjunct faculty appointments are part-time, temporary appointments, these appointments are only for a period of up to one year.

Adjunct faculty are to be compensated at the minimum rate of pay set by the university (currently \$1,100 per credit hour) or a higher rate which is in accordance with the adjunct salary scale set by the college/school.

Prior to issuing a contract and hiring an individual into an adjunct position, it is important to understand the federal and state laws, which impose certain restrictions on the employment of adjunct faculty. VCU's *Adjunct Faculty Appointments - Compliance with ACA, MCP, and FLSA* details these restrictions and is located under "Hiring New Faculty" in the Faculty HR section of the InsideHR website. These procedures must be adhered to for **all** adjunct appointments. **Most significantly, all adjunct faculty are restricted to working no more than twenty nine (29) hours per week per, on average, between May 1<sup>st</sup> and April 30<sup>th</sup> of the following year (the "Standard Measurement Period"), which is no more than 1480 total hours.** The schools/units are responsible for asking the prospective adjunct faculty to disclose whether they have or have had any other adjunct or hourly appointment(s) (non-benefited jobs) at VCU during the current Standard Measurement Period. The HRS should also review the "Management of 29 Hours" and the "Management of 29 Hours – Individual Audit" reports in VCU's Reporting Center, which will help to ensure compliance with the 1480 hours restriction.

In addition, any adjunct appointment where the salary is anticipated to be at or over \$15,000 or if the adjunct faculty member could be considered an "Exceptional" hire (e.g. notable public/private individuals) requires pre-approval from the respective VP office and/or the President, as applicable, before the adjunct contract can be issued. Accordingly, the adjunct recruitment and contract preparation procedures below only apply to adjunct appointments where the contract salary is under \$15K and/or not considered an "Exceptional" appointment.

For additional information on the approval process for adjuncts whose salary is expected to be at or over \$15k or where the appointment could be considered an "Exceptional" hire, see the Adjunct Approval process document in the Hiring New Faculty/Adjunct Faculty section on the Faculty HR Website.

## CATEGORIES OF ADJUNCT FACULTY

There are currently six (6) categories of adjunct faculty appointments at VCU, with the following position numbers:

- **J00001:** adjunct faculty that provide **credit instruction** (position class AJ001)
- **J00002:** adjunct faculty who have **administrative responsibilities** in a secondary assignment (position class AJ002) - **DO NOT USE FOR PRIMARY ADJUNCT APPOINTMENTS-THESE CATEGORIES ARE ONLY AVAILABLE FOR SECONDARY ASSIGNMENTS FOR FULL-TIME FACULTY**
- **J00003:** adjunct faculty who provide **continuing education** instruction (position class AJ003). These positions are only available to full-time faculty as a secondary assignment and do not require a recruitment
- **J00004:** adjunct faculty who provide instruction during the **summer** (position class AJ004)
- **J00005:** adjunct faculty who provide instruction in the **Elderhostel Program** (position class AJ005)

- **J00006**: adjunct faculty who provide **non-credit instruction** (position class AJ006). In April of 2020, this category was expanded to include positions that have faculty responsibilities (e.g., conducting research or research-related activities, serving as mentor, overseeing teachers in school system, serving as a clinician, etc.) Since these expanded J00006 appointments do not necessarily fall within the teaching exemption under the (FLSA), these positions must be reviewed by the HRP to ensure it meets the [FLSA Job Basis and Salary Exemption Criteria](#) in the **Professional** exemption category, as well the required **salary threshold**, a minimum of \$684\* per week. (\*NOTE: This salary may not be prorated; \$684/week is the required weekly minimum salary for non-instructional adjunct appointments regardless of FTE). HRPs should refer to the expanded J00006 approval process [here](#) on the Faculty HR Website.

## PROCESSING ADJUNCT FACULTY APPOINTMENTS (see note above regarding required approvals before offering certain adjunct appointments)

### ADJUNCTS WITH INSTRUCTIONAL DUTIES (CREDIT OR NON-CREDIT) J00001, J0004, J0006:

1. Once a candidate has been selected through the VCU adjunct recruitment process:
  - Inform successful candidate that they will receive an employment contract and new hire forms.
  - Communicate that they are required to submit an **official seal-bearing transcript** within 30 days of hire in accordance with *VCU's Transcript Requirements* (located in the Faculty HR section of the InsideHR website, under "Hiring New Faculty"). The transcript can be sent electronically; all transcripts must be kept in the adjunct's personnel file in the respective school/unit.
2. Prepare the employment contract using the applicable credit or non-credit adjunct contract template (J00001, J00004, or J00006). These templates are available under "Contract Templates" in the Faculty HR section of the InsideHR website. Be sure to follow the university's standard rate of pay for adjunct faculty (currently, \$1,200 per credit hour) unless
  - In preparing the contract, ensure the course load restriction will not exceed the maximum credit hour restriction (e.g. teaching no more than twenty-four (24) credit hours between May 1<sup>st</sup> and April 30<sup>th</sup> of the following year). The [Adjunct Calculator](#) should be used to determine the FTE for each adjunct position (see instructions on using the Adjunct Calculator in subsequent section).
  - The employment dates listed on the adjunct faculty contract do not have to match the Banner pay period begin/end dates exactly, but they should correspond with the appropriate Banner pay period begin/end dates. For example: if the adjunct is teaching for the fall semester and the contract begin date is August 12 and the end date is December 17, the Banner begin and end dates for this appointment should be August 10th and December 24th.
3. Once the contract has been reviewed and signed by the dean or unit head, the contract is sent to the adjunct (DocuSign is permitted and encouraged for this), along with a copy of the *Adjunct Faculty Terms and Conditions*, which can be found with the adjunct contract templates in the Faculty HR section of the InsideHR website. If sending via post or in person, please include a return envelope.
4. Upon receipt of the signed contract, follow the regular VCU HR hiring process. If transcripts were not provided at the time of hire, the HRS should follow up on the request.

### PROCESSING A SECONDARY ASSIGNMENT FOR AN ADJUNCT FACULTY MEMBER

In order to comply with the provisions of the Fair Labor Standards Act (FLSA) and VCU's adjunct search process, adjunct faculty are not permitted to have employment in more than one part-time, non-benefited position at VCU (adjunct or hourly) unless they have been authorized to do so by the appropriate hiring authorities. In addition, to ensure compliance with the provisions of the FLSA, **secondary assignments for non-teaching adjunct positions are not permitted unless the duties are instructional**. Any additional assignment not related to the original adjunct appointment must be recruited for (see *Adjunct Position Recruiting & Hiring Guide* under "Faculty Searches" in Faculty

HR section of InsideHR website). Any secondary assignment that is not primarily instructional may require an appointment to an hourly position.

A Secondary Assignment Request Form for Adjunct Faculty (located under Forms on the InsideHR website) is used to review/approve and to outline the details of these additional assignments. HRSs must ensure that:

- The prospective adjunct faculty has disclosed whether they currently or previously have had any other adjunct or hourly appointment(s) at VCU during the Standard Measurement Period
- Prior to offering an adjunct appointment, the “Management of 29 Hours” and the “Management of 29 Hours – Individual Audit” reports have been reviewed in VCU’s Reporting Center to ensure the individual will not exceed the hourly restriction by accepting the additional assignment
- The total combined hours for all part-time, non-benefited positions (either adjunct or hourly) held during the Standard Measurement Period will not exceed twenty-nine (29) hours per week on average, no more than 1480 hours per year, and no more than 70.63% FTE. If at any time during the Standard Measurement Period it is determined that the employee’s projected hours might exceed this hourly limit, the employee’s hours must be reduced and/or their adjunct position may be subject to earlier termination

### **ADJUNCT PRIMARY APPOINTMENTS VS ADJUNCT SECONDARY ASSIGNMENTS IN BANNER**

If an employee has multiple adjunct jobs, HR uses the following process to determine which should be the primary job:

- The job with the greatest FTE becomes the primary job
- If all the adjunct jobs have the same FTE, the job with the highest number of pays becomes primary
- If both FTE and number of pays are equal, then the job with the highest annual salary becomes primary
- If the above three criteria are equal, the job with the earliest begin date becomes primary
- If the all the above criteria are equal, the job with the lowest job suffix number becomes the primary job

### **ADJUNCT CALCULATOR, FTE, AND HOURS WORKED FOR ADJUNCT PERSONNEL ACTIONS**

Prior to completing a hiring proposal/PAF for an adjunct faculty member, refer to the *Adjunct Faculty Appointments - Compliance with ACA, MCP, and FLSA*, which provides guidance on how hours worked are to be calculated for adjunct faculty. The [Adjunct Contract Calculator](#) will assist in determining the FTE and hours worked for each adjunct assignment.

Each school/unit is responsible for ensuring that when adjunct faculty are appointed (either in a new or continuing appointment), the PAF, ePAF, and/or Request for Secondary Assignment form submitted to VCU Human Resources has the correct FTE% (based on credit hours and/or hours worked per week) using the Adjunct Calculator for each adjunct position. The FTE% on contracts for **non-instructional** adjunct appointments should match the FTE% on the corresponding PAF.

Instructions for using the Adjunct Calculator:

Enter the following information into the corresponding fields:

**Begin Date:** Contract Begin Date

**End Date:** Contract End Date

**Contract Type:** Select one of the following contract types, based on semester worked:

- Fall (Aug – Dec)
- Fall & Spring (Aug – May)
- Non-Credit – Based on contact hours
- Non-Teaching – administrative duties

- Spring (Jan – May)
- Summer (May – Aug)

**Credits or Hours:**

- The number of credit hours taught
  - max 9 credits in the Fall
  - max 9 credits in the Spring
  - max 18 credits in the Fall and Spring
  - max 6 credits in the Summer
  - hours per week – for administrative positions, use a max of 28 hours per week
  - contract hours – for non-credit teaching

**Click CALCULATE:** This will generate the data to be entered on the PAF/Secondary Assignment form:

- Banner Effective Date
- Banner End Date
- Pays
- FTE
- Hours per Day
- Hours per Pay
- Number of Work Days
- Total Hours for the contract – can be a max of 1480

## RENEWING ADJUNCT FACULTY

### RENEWAL OF INSTRUCTIONAL ADJUNCT APPOINTMENTS THROUGH AN ePAF

If the employee remains active in Banner (NOTE: adjunct faculty positions are automatically terminated in Banner after nine (9) months with no payroll activity) **and** the duties of the position are substantially the same as those in the original appointment, instructional adjunct appointments can be renewed via ePAF. To renew, issue a new adjunct contract along with the most recent *Adjunct Terms and Conditions of Employment*, and process the renewal in Banner using an AJREN ePAF. For instructions on completing this ePAF, see the HR Banner Guides.

**NOTE:** For adjunct contract renewals **over \$15,000** or those that may be considered an “Exceptional” hire, please refer to the [Adjunct Approval Process Guidelines on the Faculty HR Website](#).

If the adjunct has been terminated in Banner and/or the duties of the adjunct’s position have changed substantially, a new adjunct recruitment should be initiated. Please see the *Adjunct Position Recruiting and Hiring Guide* and the instructions outlined above regarding processing of adjunct hires.