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|  | **Adjunct Faculty Non-Teaching (AJ002, Position #J00002) Position Description** |

This form is used to establish a non-teaching adjunct position for employees who have responsibilities that are comparable to exempt University and Academic Professional positions. The position must meet both the “**job basis exemption test**” and the “**salary basis exemption test**”**\*** under the Fair Labor Standards Act (FLSA)**\*** **\*A non-teaching adjunct faculty member must be paid at least $684\* per week, unless the employee’s primary work is practicing law or medicine. For more information about FLSA, refer to VCU’s Overtime Guidelines or contact your** [**HR Professional**](https://insidehr.vcu.edu/contact-hr/hr-contacts-for-schools-and-units/)**.** The form must be approved by the department head and dean/unit head prior to the issuance of a J00002 adjunct faculty contract. A copy of the approved position description must accompany a copy of the contract.

**IMPORTANT NOTE:** In order to comply with IRS guidelines, the Commonwealth of Virginia’s Manpower Control Program, and VCU guidelines, non-teaching adjunct faculty are permitted to work no more than twenty-nine (29) hours per week on average and no more than 1480 hours (no more than 70.63 FTE) during the 12-month *Standard Measurement Period* of May 1st to April 30th. Under the Fair Labor Standards Act (FLSA), adjunct faculty are not permitted to accept additional employment in another part-time, non-benefited position at VCU unless authorized to do so. If, at any time during the *Standard Measurement Period,* it is determined that the projected hours might exceed this hourly limit, the faculty member’s hours must be reduced and/or their adjunct position may be subject to earlier termination.

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| **1. CHIEF PURPOSE OF POSITION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **2. BRIEF DESCRIPTION OF POSITION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **3. EXAMPLES OF THE KINDS OF PROFESSIONAL JUDGMENT THE EMPLOYEE MUST EXERCISE** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **4. QUALIFICATIONS** (LICENSES, REGISTRATIONS, CERTIFICATIONS, EDUCATION, EXPERIENCE) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **5. IDENTIFYING INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FACULTY NAME (LAST, FIRST, MIDDLE INITIAL)** | | | | | | | | | | | | **V-ID #**  [Contact employee’s PA for V-ID #] | | | | | | | | | | **FACULTY RANK** | | | | | | | | | | | |
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| **DEPARTMENT/DIVISION** | | | | | | | | | | | **DEPARTMENT CONTACT NAME** | | | | | | | | | | | | **CONTACT PH #** | | | | | | **CONTACT EMAIL** | | | | |
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| **HIRING SCHOOL** | | | **HIRING DEPT./UNIT** | | | | | | | | | | **HIRING DEPT. PH. #** | | | | | | **HIRING DEPT. ORG #** | | | | | | | **HIRING DEPT. TIMESHEET ORG #** | | | | | | | |
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| **PROPOSED SALARY**  **(Salary must complies with**  **FLSA requirements)** | | | **TOTAL COMPENSATION** | | | | | **ASSIGNMENT**  **BEGIN DATE** | | | | | | **ASSIGNMENT**  **END DATE** | | | | **PAY PERIOD**  **BEGIN DATE** | | | | | | **PAY PERIOD**  **END DATE** | | | | **ECLASS** | | | | | |
| **$** | | | **$** | | | | |  | | | | | |  | | | |  | | | | | |  | | | | AJ – Adjunct Faculty | | | | | |
| **POSITION CLASS** | | | | **POSITION #** | | | | | | | | | | **JOB SUFFIX** | | | | | | **# PAYS** | | | | | **# MONTHS** | | | | | **PAY RATE** | | | |
| AJ002- Adjunct Faculty Non-Teaching | | | | #J00002 | | | | | | | | | |  | | | | | |  | | | | |  | | | | | $ | | | |
| **FTE%** *(total hours per week) -* **\*use** [**Adjunct Calculator**](http://app.hr.vcu.edu/adjunct/) **to fill this entire row** | | | | | | **HOURS PER DAY\*** | | | | | | | | | | **HOURS PER PAY\*** | | | | | | | | | **TOTAL HOURS\*** | | | | | | | | |
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| **INDEX** | **ACCOUNT** | | **PERCENT** | | | | **INDEX** | | | **ACCOUNT** | | | | | | | **PERCENT** | | | | **INDEX** | | | | | | **ACCOUNT** | | | | **PERCENT** | | |
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| **INDEX** | **ACCOUNT** | | **PERCENT** | | | | **INDEX** | | | **ACCOUNT** | | | | | | | **PERCENT** | | | | **INDEX** | | | | | | **ACCOUNT** | | | | **PERCENT** | | |
|  |  | | **%** | | | |  | | |  | | | | | | | **%** | | | |  | | | | | |  | | | | **%** | | |
| **6. DEPARTMENT AND DEAN APPROVAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FLSA JOB DUTIES EXEMPTION TEST** | | | | | | | | | | | | | | | **FLSA SALARY BASIS EXEMPTION TEST** | | | | | | | | | | | | | | | | | | |
| EXECUTIVE | | PROFESSIONAL | | | COMBINATION (CHECK   TESTS USED) | | | | | | | | | | Employee makes *at least* $684 per week (May not be prorated based on work hours)  Employee’s primary duty is practicing law or practicing medicine | | | | | | | | | | | | | | | | | | |
| ADMINISTRATIVE | | COMPUTER | | |  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| **FLSA STATUS** (as determined by department Human Resources) | | | | | | | | | | | | | | | **HUMAN RESOURCES *PRINTED NAME & SIGNATURE*** | | | | | | | | | | | | | | | | | **DATE** | |
| **NON-EXEMPT** - Department ***must*** re-submit request as hourly worker.  **EXEMPT** - Department ***must*** attach copy of this form, copy of contract and new  hire paperwork, if applicable, to this form *prior to submission to HR*. | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | |
| **Department Head *PRINTED NAME & signature*** | | | | | | | | | **Date** | | | | | | **Dean *PRINTED NAME & signature*** | | | | | | | | | | | | | | | | | **Date** | |
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