



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

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 \$844* 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.** 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.

1. CHIEF PURPOSE OF POSITION

2. BRIEF DESCRIPTION OF POSITION

3. EXAMPLES OF THE KINDS OF PROFESSIONAL JUDGMENT THE EMPLOYEE MUST EXERCISE

4. QUALIFICATIONS (LICENSES, REGISTRATIONS, CERTIFICATIONS, EDUCATION, EXPERIENCE)

5. IDENTIFYING INFORMATION

FACULTY NAME (LAST, FIRST, MIDDLE INITIAL)				V-ID # <small>[Contact employee's PA for V-ID #]</small>		FACULTY RANK			
DEPARTMENT/DIVISION				DEPARTMENT CONTACT NAME		CONTACT PH #		CONTACT EMAIL <small>@vcu.edu</small>	
HIRING SCHOOL		HIRING DEPT./UNIT		HIRING DEPT. PH. #	HIRING DEPT. ORG #		HIRING DEPT. TIMESHEET ORG #		
PROPOSED SALARY <small>(Salary must comply with FLSA requirements)</small>		TOTAL COMPENSATION		ASSIGNMENT BEGIN DATE	ASSIGNMENT END DATE	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	ECLASS <small>AJ – Adjunct Faculty</small>	
\$		\$							
POSITION CLASS			POSITION #		JOB SUFFIX		# PAYS	# MONTHS	PAY RATE
AJ002- Adjunct Faculty Non-Teaching			#J00002						\$
FTE% <small>(total hours per week) - *use Adjunct Calculator to fill this entire row</small>			HOURS PER DAY*		HOURS PER PAY*		TOTAL HOURS*		
INDEX	ACCOUNT	PERCENT	INDEX	ACCOUNT	PERCENT	INDEX	ACCOUNT	PERCENT	
		%			%			%	
INDEX	ACCOUNT	PERCENT	INDEX	ACCOUNT	PERCENT	INDEX	ACCOUNT	PERCENT	
		%			%			%	

6. DEPARTMENT AND DEAN APPROVAL

FLSA JOB DUTIES EXEMPTION TEST				FLSA SALARY BASIS EXEMPTION TEST						
<input type="checkbox"/> EXECUTIVE		<input type="checkbox"/> PROFESSIONAL		<input type="checkbox"/> Employee makes at least \$844 per week (May not be prorated based on work hours)						
<input type="checkbox"/> ADMINISTRATIVE		<input type="checkbox"/> COMPUTER		<input type="checkbox"/> Employee's primary duty is practicing law or practicing medicine						
<input type="checkbox"/> COMBINATION (CHECK TESTS USED)										
FLSA STATUS (as determined by department Human Resources)				HUMAN RESOURCES PRINTED NAME & SIGNATURE				DATE		
<input type="checkbox"/> NON-EXEMPT - Department must re-submit request as hourly worker.										
<input type="checkbox"/> EXEMPT - Department must attach copy of this form, copy of contract and new hire paperwork, if applicable, to this form <i>prior to submission to HR.</i>										
DEPARTMENT HEAD PRINTED NAME & SIGNATURE				DATE		DEAN PRINTED NAME & SIGNATURE				DATE