

# **New Mexico State University Carlsbad**

**FACULTY HANDBOOK ADJUNCT SUPPLEMENT**



# **CARLSBAD**

# Faculty Handbook Adjunct Supplement

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## Organizational structure of the college/routing of communications

<https://carlsbad.nmsu.edu/organizationalstructure.html>

## Job description

Adjunct faculty (also referred to as part-time faculty) are individuals who hold less than full-time appointments to teach or perform service. Adjunct faculty must meet the same professional and/or creative standards and requirements as full-time faculty, though the principal role of adjunct faculty is to teach and evidence of teaching ability is a key criteria in initial selection and continued employment at the University. Appointments are made for a particular course(s) only. New hire paperwork must be completed and turned in to Human Resources prior to the first class meeting.

Once hired, adjunct faculty will receive an official email address. Adjunct faculty are expected to check this email account regularly while they are teaching, since this is the official means of communication between the College and the faculty member regarding their employment. Additionally, adjunct faculty are expected to maintain current contact information on file with the College, including valid mailing addresses, and to update this information when needed. Contact information can be updated on the myNMSU dashboard by clicking on the Banner Self Service button.

## Qualifications

Qualifications for appointment of non-tenure-track faculty are to be determined in such a manner as to be flexible enough to meet the particular needs of each unit utilizing such faculty, but minimum qualifications shall be a master's degree or equivalent experience in the field or related field for the junior ranks of instructor and assistant professor, and an earned doctorate or equivalent experience in the field or related field for the senior ranks of associate professor and professor. (See [ARP 6.50 – Faculty Credentials Required of all NMSU Instructors on Record.](#))

## Hiring processes and procedures

### Appointment

Identification of a potential adjunct faculty member can be made either by the CAO/Provost or the appropriate department chair. In either case, the candidate must submit a vita and transcripts for review by those two individuals. If the review is favorable, an invitation for an interview may be extended. The interview may include a teaching demonstration. After a successful interview, the candidate, department chair, and CAO/Provost will identify the course(s) that the new instructor will teach. When approval has been granted, the candidate will submit course outline(s) for evaluation by the department chair or division coordinator and the CAO, who will then identify appropriate professional development activities for the candidate during the semester.

### Letters of Intent (LOI)

Letters of Intent contain terms and conditions of employment and copies should be maintained in the Adjunct Faculty's personnel file.

- a. The terms of employment for an Adjunct Faculty are detailed in the LOI. The LOI must be completed, approved, and sent to the Adjunct Faculty.
- b. The Adjunct Faculty's compensation must be stated on the document and be agreed to by the persons signing such document.
- c. The Adjunct Faculty must provide the department with a curriculum vitae outlining their academic credentials and disclose all College appointments in which they work to the immediate supervisor prior to accepting any appointment.
- d. Human Resources will process the LOI and ensure the Adjunct Faculty member meets the requirements for part-time employment.
- e. The Adjunct Faculty member must review and sign the LOI and return the original to the initiating department.

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f. Upon appointment, the curriculum vitae will be maintained in the department file and made available to members of the community upon request.

g. The LOI covers one Semester, and separation at the end of the Semester is automatic. All Adjunct Faculty are employed “at will” and may be dismissed at any time for any reason, or for no reason, with or without notice, so long as the dismissal is not prohibited by law.

A *Sensitive Duties Checklist* is to be completed by the hiring department and submitted when a hiring action is initiated with Employment Services. Depending on the answers to the Sensitive Duties Checklist, a *Background Check Release Form* is to be completed by hiring department. Please review the **Background Check Process Flow**.

## Benefits

**Employee Benefits** are directly related to the FTE. Participation in NMERB is mandatory for those employees at a .26 FTE or above. It is **very** important to maintain a consistent FTE. Variations can significantly impact the employee’s pay causing over and under payment situations. Visit the [Temp Faculty & Temp Staff Benefits page](#) for complete details.

## Employment Rights

1. No grievance rights. This does not apply for complaints involving any type of unlawful discrimination, which shall be filed with the NMSU Office of Institutional Equity and shall follow NMSU Policy.
2. Not eligible for annual salary increase, promotion, transfer, retention, counter offers, etc.

<https://arp.nmsu.edu/8-12/>

## Training

Training Central is NMSU's enterprise system for professional development and the official record for all NMSU employee training records. It offers a unified catalog of professional development and training offerings from over 20 NMSU organizations and growing.

<https://training.nmsu.edu/> <https://arp.nmsu.edu/6-89/>

## Course Load

An Adjunct Faculty is limited to working less than 75 percent of a full-time employment workload (no more than 29 hours per week), on average, in any Semester. If an Adjunct Faculty has other part-time, non-benefit-eligible employment at the college, the combination of their Adjunct Faculty duties and their other employment must average less than 75 percent of full-time employment. This workload limit does not apply to full-time employees who provide adjunct instruction for the University.

An Adjunct faculty’s teaching hours are calculated as 2.67 hours = 1 credit hour. Using that calculation, if an Adjunct Faculty is teaching a course that spans the entire fall or spring Semester, they can teach no more than eleven (11) credits per Semester.

## Compensation

NMSU is committed to providing a fair and competitive compensation program that will attract, retain, develop, and reward faculty and staff. Factors that will be considered in determining compensation include market, credentials and merit. In addition, the compensation program will comply with all applicable laws and be clearly communicated.

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Employing units will offer salaries to prospective college faculty on the basis of qualifications, availability of funding, and supply vs. demand, subject to the administrative approval procedures in effect for prospective tenure-track faculty. Salary scales for non-regular part-time, non-tenure-track faculty will be set each year for the Las Cruces campus and for the community colleges by the provost and senior vice president for academic affairs. Exceptions to the rates must be approved by the provost and senior vice president for academic affairs. These rates will be made available to all faculty. (ATTACH CURRENT MEMO)

## Directed Studies

Sometimes due to curricular necessity or graduation requirements, courses that are under-enrolled are converted into Reduced Enrollment Courses (REC) or directed studies instead of cancelled. In these cases, adjunct faculty may be asked to teach a directed study with one or more students. Adjunct faculty should discuss the expectations of teaching a directed study in detail with their department chair and/or dean before agreeing to teach any directed studies. REC courses are to be treated as standard courses with the same expectations regarding seat time, office hours, and all other course policies. Faculty teaching a directed study course will receive \$400 per student per semester and are subject to the following limitations:

1. Maximum of three students per semester at .05 FTE per student.
2. Eligible student must have a 2.75 GPA and must demonstrate “need” for requesting a directed study course.
3. All directed study courses must be approved in advance by the Department Chair and Chief Academic Officer/Provost.

## Procedures for missing class

If an instructor must be absent from class, he/she should notify the department chair, or the CAO/Provost by submitting a “Faculty Absence” form as early as possible prior to the absence (NMSU Carlsbad web page/Faculty and Staff/Faculty Forms). If an instructor knows in advance that he/she must miss class, the instructor should make arrangements for an adequate substitute; alternatively, a makeup strategy will be confirmed with the department chair and the CAO.

## Postponing/Changing the Time/Changing the Location of a Class

If an instructor must postpone or change the time or location of a class, the instructor should

- Notify the department chair or division chair and the CAO/Provost prior to the “postpone” decision so that possible alternatives can be discussed and the final decision posted
- Try to notify every student that the class will be postponed or changed
- Coordinate with the office of the CAO/Provost if a room change is needed.

If students are not notified, the department chair or the CAO/Provost must be informed and arrangements made for someone to meet the class at the originally scheduled time to inform students of the change(s). If a class is delayed or canceled, any missed class time must be made up. The instructor is encouraged to discuss alternative strategies for making up missed time with the department chair, or the CAO.

## Submitting of grades

### Posting Final Grades

Faculty members are required to post final grades on-line using my.NMSU.edu (go to the Faculty tab) within 48 hours of the final examination or end of the term. If the deadline is not met, all students in the class will automatically receive an "N" grade for the course. In such cases, the instructor must then prepare an individual "Change of Grade" form for each student.

### Incomplete ("I")

The grade of I (incomplete) is given for passable work that could not be completed due to circumstances beyond the student's control. The following regulations apply to removing or changing an I grade:

1. Instructors may assign I grades only if the student is unable to complete the course due to circumstances beyond the student's control that develop after the last day to withdraw from the course. Examples of appropriate circumstances include documented illnesses, documented death or crises in the student's immediate family and

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similar circumstances. Job related circumstances are generally not appropriate grounds for assigning an I grade. In no case is an I grade to be used to avoid the assigning of D, F, U or RR grades for marginal or failing work.

2. To assign an I grade the instructor must complete the I Grade Information Form and have the form delivered to the CAO/Provost. The instructor will state in writing on the I Grade Information Form the steps necessary to complete the remaining coursework or the instructor may indicate that the student will be required to re-enroll in the course to receive credit (in which case the I grade will not be removed). The student will sign this document, or the Carlsbad Office of Student Services will send a copy of the document to the student's official permanent address as recorded in the Registrar's Office.

3. The student is entitled to have the I grade removed from their transcript only if they complete the remaining coursework as specified on the I Grade Information Form, in a manner satisfactory to the instructor. The work must be completed within 12 months after the I grade assigned and prior to the student's graduation, or within a shorter period of time if specified by the instructor on the I Grade Information Form. If the student fails to complete the coursework, the instructor may change the I grade to any appropriate grade (including D, F or U) provided that the instructor stated that this would occur on the I Grade Information Form.

4. I grades can be removed from the student's transcript by the instructor only during the 12-month period following assignment of the I grade or prior to the student's graduation, whichever comes first. To remove an I grade, the instructor must complete a Change of Grade Form and file the form with the Registrar. The instructor may assign whatever grade is appropriate for the entire course. This may include grades of D, F or U. An I grade not changed by the assigning instructor within 12 months and prior to graduation shall remain an I grade thereafter.

5. A student may re-enroll and receive credit for any course for which an I grade was previously received but retaking the course will not result in a removal of the I grade from the student's transcript. The effect of removing an I grade on a student's academic standing (scholastic warning, probation or suspension) depends on the date the transaction is officially recorded on the student's academic record. If the transaction is recorded before the student begins another semester, the grade replacing the I is included in the grade point average calculation that establishes the student's academic standing. If the transaction is recorded after the student begins another semester, the new grade's effect on academic standing is based upon its inclusion with grades for the semester in which the student is enrolled.

### Attendance at department meetings

As Adjunct Faculty are focused on instruction for an assigned course, they are not assigned Service responsibilities. However, Adjunct Faculty may be invited, to the extent feasible, to participate in the scholarly, intellectual, academic, and social life aspects of their Departments and the College.

### Understanding Student Privacy (FERPA)

The privacy of students and their educational records is a serious matter and is mandated by the Family Educational Rights and Privacy Act (FERPA). Faculty, administrators, staff and student workers at the college are required to be in compliance. Adjunct faculty are responsible for reviewing the guidelines and acting in compliance. Here are a few examples of "dos and don'ts":

- **Do not** display student scores or grades publicly in association with names, ID numbers, Social Security numbers, or other personal identifiers. If scores or grades are posted, **do** use some confidential code known only to you and the individual student. If a partial ID number is used, **do not** use more than the last four digits. In no case should the list be posted in alphabetic sequence by student name.
- **Do not** put student work (including papers, exams books, or lab reports) containing student names and grades in publicly accessible places. Students are not to have access to the scores and grades of others in class in ways that allow other students to be identified.
- **Do not** discuss an advisee's or student's academic progress with her/his parent(s) unless s/he has completed a form authorizing release of such information to the parent(s). Students are given the opportunity to complete such an authorization form and it is stored in his/her file in the Registrar's Office.