



<b>POLICY NAME</b>	Staff Adjunct Teaching Policy	<b>POLICY NO.</b>	BA454
<b>APPROVING BODY</b>	President/Cabinet	<b>VERSION NO.</b>	01
<b>RESPONSIBLE DEPARTMENT</b>	Business Affairs – Human Resources		
<b>EFFECTIVE DATE</b>	01-SEP-2025	<b>REVIEW/REVISION DATE</b>	NEW

**PURPOSE:**

WNMU values the advanced degrees, expertise, and professional experience of our staff members. To support both employee development and student learning, the University provides opportunities for eligible staff to serve as adjunct faculty. These guidelines are designed to ensure that such opportunities enhance the educational experience of our students while maintaining staff members’ primary focus on their university roles.

**POLICY:**

**ELIGIBILITY**

Staff members may be considered for adjunct teaching assignments if they:

- Meet the educational/experience credentials required for the adjunct position they are applying for;
- Are exempt (salaried) employees in good standing;
- Have completed their probationary period;
- Are not currently under a performance improvement plan, active investigation, or separation process.

Non-exempt employees are not eligible to serve as adjunct faculty at this time. Under the Fair Labor Standards Act (FLSA), non-exempt employees must be compensated for all hours worked, including overtime. Because adjunct teaching is classified as exempt instructional work, combining these roles would create conflicting pay classifications and overtime implications.

Exceptions may only be made by the President or designee, and additional review is required if the employee is part of a bargaining unit.

**APPLICATION & APPROVAL PROCESS**

- Staff members must obtain written approval from their immediate supervisor before applying to teach as an adjunct to ensure there are no conflicts of interest.
- Approval is valid for one academic year unless the staff member’s performance is negatively impacted. Approvals must be renewed annually if the staff member wishes to continue teaching.

- Supervisors are required to consider workload, performance, and departmental needs in consultation with the employee.
- Final appointment decisions are made by the Department Chair, Dean, or their designee.

#### DUTY HOURS

- It is preferred that all Adjunct teaching is scheduled outside of the employee's regular duty hours.
- If a course overlaps with duty hours, supervisors and staff may work together to determine the use of flex time or personal leave to ensure primary job responsibilities are maintained.

#### EMPLOYMENT STATUS

- Adjunct faculty appointments are separate from staff employment and are considered at-will temporary positions.
- Appointments may vary by semester depending on academic needs and are subject to renewal by the VPAA or designee.
- Once a staff employee has been selected for an adjunct appointment, WNMU will follow the established adjunct hiring and onboarding process.
  - NOTE: An adjunct faculty appointment may be terminated, concluded early, or not renewed at any time, with or without cause, and at the sole discretion of the VPAA or designee.

#### EXCEPTIONS

Exceptions to these guidelines may be requested through the Policy Owner and will require appropriate approvals (VPAA, Compensation & Benefits Director, and General Counsel).

REFERENCES: Standard Operating Procedures (SOP454) can be found on Canvas/Business Affairs/Human Resources