

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. HR-707**

TITLE: EMPLOYMENT OF ADJUNCT PART-TIME FACULTY

SECTION 1. GENERAL

- 1.1 Scope: This rule establishes Bluefield State College policy in regard to faculty and administrative productivity and the employment of adjunct part-time faculty.
- 1.2 Authority: West Virginia Code 18B-7-6, 18B-7-7.
- 1.3 Filing Date: December 30, 1993; November 17, 2017.
- 1.4 Effective Date: January 29, 1994, November 20, 2003; September 29, 2017.
- 1.5 Replaces Title 131, Procedural Rule, Series 18
- 1.6 Policy Monitor: Office of the Provost and Vice President for Academic Affairs

SECTION 2. EMPLOYMENT OF ADJUNCT PART-TIME FACULTY

- 2.1 Bluefield State College may employ adjunct part-time faculty members under the following conditions:
 - 2.1.1 Adjunct part-time faculty members shall have appropriate academic qualifications and/or experience.
 - 2.1.2 Adjunct part-time faculty members shall receive appropriate information concerning institutional policies, procedures, expectations, and support.
 - 2.1.3 Adjunct part-time faculty members shall receive appropriate information about their duties and responsibilities and specific information about course content, syllabi, methodologies, and expected learning outcomes for students.
 - 2.1.4 Adjunct part-time faculty members shall be evaluated on a regular basis through a process determined by the institution.
 - 2.1.5 Adjunct part-time faculty members shall receive appropriate assistance from full-time faculty members and academic administrators, as well as opportunities to participate in professional development activities.

2.2 Bluefield State College shall determine the appropriate balance between full-time and part-time faculty members based on the institution's mission, degree programs, availability of individuals qualified to serve as adjunct part-time faculty, and other relevant factors.