

**BROOKDALE COMMUNITY COLLEGE
BOARD POLICY**

3.1001 Adjunct Terms and Conditions of Employment

I. Title of Policy

Adjunct Terms and Conditions of Employment

II. Objective of Policy

To establish working conditions/terms of employment for individuals selected for adjunct faculty positions.

III. Authority

New Jersey Statutes 18A:3B-6(b) Powers, duties of governing board of institutions of higher education and New Jersey Statutes 18A:64A-12 General Powers of Boards.

IV. Policy Statement

Consistent with New Jersey Statute, the Brookdale Community College Board of Trustees hereby establishes adjunct faculty terms and conditions of employment.

Adjunct faculty are employed on an as-needed basis during a given semester and are at-will employees. The assignment does not constitute an agreement for future employment of any kind with the institution. Adjunct assignments are not final until after the 10th day of the semester. If an assignment changes through no fault of the adjunct, he/she will be paid on a pro-rata basis for classes taught.

Adjunct faculty employed by the College are paid the same rate as the full-time faculty overload rate and may be assigned up to a maximum of 9 credit hours, not to exceed 24.5 working hours, as determined solely by the College, in all combined capacities in any week of any term.

Adjuncts are enrolled in the state's retirement plan, which includes life insurance, as provided by law and may participate, at their own expense, in the State Employee's Health Benefits Plan (SEHBP), also as provided by law.

With the prior approval of the supervisor, an adjunct may substitute one class meeting per semester, per section, with an online or other acceptable assignment.

Payment is processed as determined by the College; currently adjuncts are paid on a semi-monthly basis beginning Oct 15 for the 15 week Fall semester and beginning March 15 for the 15 week Spring semester. Direct deposit is required.

V. Responsibility for Implementation

Vice President for Learning

Approved: Board of Trustees 10/17/2017