

**Brookdale Community College
College Policy**

3.1000 Adjunct Faculty Employment

I. Title of Policy

Adjunct Faculty Employment

II. Objective of Policy

To provide authority to the President, subject to approval by the Board of Trustees, to appoint individuals to adjunct faculty positions.

III. Authority

New Jersey Statutes – County Colleges, 18A:64A-12(f) and (g), General Powers of Boards.

IV. Policy Statement

Definitions as used in this Policy:

Semester. The officially recognized 15-week Fall or Spring academic course offering period.

Term. Officially recognized academic course offering periods of less than 15 weeks.

The President is authorized to appoint adjunct faculty, subject to ratification by the Board of Trustees at its next regularly scheduled meeting. Adjunct faculty are individuals who do not hold academic rank. Adjunct faculty may be qualified current Brookdale full time employees. Normally, external adjunct faculty shall not be assigned more than 9 credits during any academic Semester. Fewer credits will be permitted in Terms to ensure that adjuncts do not cross the threshold to full-time employment hours. Exceptions to the assignment of additional credits must be pre-approved by the President or the Associate VP, Human Resources & Organizational Safety, as the President's designee.

V. Responsibility for Implementation

President and Board of Trustees

Approved: 5/20/1996

Reviewed and Revised: 1/28/2018

Approved: Board of Trustees, 2/27/2018

Approved: Board of Trustees, 2/28/2023