

Brookdale Community College College Policy

3.1001 Adjunct Faculty Terms and Conditions of Employment

I. Title of Policy

Adjunct Faculty 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.

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.

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

Adjunct faculty 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), or similar plan of the College's choice, as long as this benefit is provided by law.

With the prior approval of the supervisor, adjunct faculty may substitute one in-person/synchronous class meeting per semester or term, per section, with an online or other acceptable assignment.

Payments are made each semester in accordance with the negotiated Agreement with the United Adjunct Faculty Union, approved by the Board of Trustees. Direct deposit is required.

V. Responsibility for Implementation

President

Approved: Board of Trustees: 10/17/2017

Approved: Board of Trustees: 2/28/2023