

Office/Contact: Office of Academic Affairs

Source: SDBOR Policies 4.1.9 and 4.4.6

Link: <https://public.powerdms.com/SDRegents/documents/1726691>;

<https://public.powerdms.com/SDRegents/documents/1726900>

Associated Forms: PAR, Unpaid Adjunct AA/EEO Information, Standard Paid or Unpaid Adjunct Offer Letter

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Adjunct Faculty Appointments

NUMBER: 2:14

1. Purpose

This policy and its procedures provide details for awarding the title of adjunct to a faculty member within an academic department.

2. Policy

- a. An adjunct faculty appointment is a courtesy title and appointment to a department or academic unit based on merit and is subject to SDBOR policies, as applicable. This appointment is reserved for someone who is outside of the University, but whose credentials are beneficial to an academic unit and often raise the expertise and prestige of the unit.
- b. Adjunct appointments are non-regular, temporary appointments without benefits. These appointments may be revoked by the University at any time at the University's discretion.
- c. Adjunct faculty may accept instructional, research, or other duties, with or without compensation.
 - i. Paid adjunct faculty are appointed on a semester or fiscal year basis to ensure that the compensation level is set appropriately.
 - ii. Unpaid adjunct faculty may remain in effect for three (3) years via the PAR process unless ended early by the appointing authority. PARs are not employment contracts, but an internal processing document.
- d. Human Resources will assist the Department with issues regarding when compensation is required, when appointments require restructuring, and other issues related to the appointment or termination thereof.
- e. The rank level of an adjunct faculty member must be assigned in accordance with SDBOR Policy 4.4.6.

- f. Faculty who hold adjunct faculty appointment are subject to and shall comply with the policies and procedures of the Department, University, SDBOR, and further to any local, state, and federal laws and regulations that are applicable to the activities at the University.

- g. Adju

4. Responsible Administrator

The Provost and Vice President for Academic Affairs, successor, or designee is responsible for annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President on