

At the March 12<sup>th</sup> Board of Regents Meeting, the Staff Serving as Adjunct Faculty policy was approved. This policy will take effect on July 1, 2026, and will be included in the Employee Handbook.

### **Purpose**

The University recognizes the valuable contributions of staff who are eligible for adjunct teaching. This policy establishes the guidelines in which employees of Northwest Missouri State University may fulfill an adjunct teaching position, while ensuring that such appointments do not conflict with the staff's primary job responsibilities. Adjunct teaching includes dual credit courses, online professional courses, and campus-based courses. Staff must meet the standard faculty guideline approvals, determined by the Deans and Provost to be qualified to teach as an adjunct.

### **Scope**

This policy applies to staff who are hired for an adjunct teaching position that is not included in their primary job responsibilities. Primary staff responsibilities take precedence over adjunct teaching assignments. Adjunct teaching compensation is separate from base salary and follows standard adjunct compensation structures.

### **Eligibility**

- Staff who are in an exempt (salary) position and meet minimum eligibility requirements are qualified to teach in an adjunct position.
- Staff who are in a nonexempt (hourly) position are not eligible to teach in an adjunct position at the University, due to the overtime requirements of the Fair Labor Standards Act (FLSA).
- Staff who are receiving immigration sponsorship are not eligible to teach in an adjunct position.
- Staff who are on an active performance improvement plan or corrective plan are not eligible to teach in an adjunct position.

### **[Approval of Supervisor](#)**

Dean and/or school chairpersons must seek approval from candidate's supervisor prior to extending an adjunct offer for each semester. The supervisor of the candidate's primary job has final authority to approve or deny the request. Adjunct teaching eligibility and assignments may be reviewed each semester and may be revoked if performance, operational needs, or compliance considerations change.

### **Course Load Limitations**

Staff may teach adjunct courses within the following limits:

#### **1. Annual Teaching Maximum**

Staff may teach up to 14 total credit hours during an academic year, including fall, spring (intercession), and summer terms.

## **2. Concurrent Teaching Limit**

At any given time during a traditional 15-week fall or spring semester, staff may teach no more than 4 credit hours.

Staff may teach up to 6 credit hours in the summer session as long as those 6 credit hours are not being taught concurrently

## **3. Assignment Guidelines**

- University Seminar assignments count toward the 4-credit-hour concurrent teaching limit.
- Summer teaching may total up to 6 credit hours, provided courses are not taught concurrently
- Online professional courses count toward the same concurrent teaching limit. (One 3 credit course up to 4 sections is equivalent to 3 credit hours toward maximum 4-credit teaching load)