NORTHWEST MISSOURI STATE UNIVERSITY POLICY

Policy Name:	Staff Serving as Adjunct Faculty
Effective Date:	July 1, 2026
Last Revision Date:	N/A
Last Review Date:	N/A
Approving Authority:	Board of Regents
Responsible Office:	Human Resources
Category:	Personnel

Purpose

The University recognizes the valuable contributions of staff who are eligible for adjunct teaching. This policy establishes 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 chair 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:

Annual Teaching Maximum

- Staff may teach up to 14 total credit hours during an academic year, including fall, spring (including intersession), 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 four credit hours.
- Staff may teach up to six credit hours in the summer session if those six credit hours are not being taught concurrently.

3. Assignment Guidelines

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