



CENTRAL
CONNECTICUT
STATE UNIVERSITY

Guide for Hiring Part- Time Adjuncts

PART-TIME FACULTY

In accordance with Article 1.6.2 of the CSU-AAUP contract, part-time faculty are those “who are employed for at least six (6) days in a semester and who earn no more than 8.75 load credits and whose function consists primarily of (but shall not be limited to) teaching, research, or other scholarly activity.”

Important Load Hour Limitations

- Part-time faculty cannot exceed 8.75 load hours during Fall and Spring semesters
- Part-time faculty cannot exceed 4 load hours during the Winter session/intersession
- Part-time faculty cannot exceed 16 load hours during the Summer session; 18 load hours for laboratory or studio courses
 - Maximum of 8 load hours for summer sessions of five (5) to eight (8) weeks
 - Maximum of 4 load hours for any summer session of four (4) weeks or less
 - Summer sessions that overlap are considered a single session
- Class size will be determined by enrollments at the end of the third week of each academic semester – if appropriate, and upon notification by the Registrar’s office, additional load hour credit is calculated and affected Part-time faculty receive a revised contract and increase in salary
 - If a class size has the potential to increase the load hours for a Part-time faculty, the department should ensure the increase in load hours does not exceed the contractual load hour limitations listed above for part-time faculty

Important Policies

- Part-time faculty may be eligible for fringe benefits (medical/dental, retirement, etc.)
 - Medical/dental insurance is available to all part-time faculty at 100% of the cost of the coverage elected
 - Tuition waivers are available to part-time faculty, including spouse and dependents, after completion of 18 credits, and such waiver is limited to the number of credits the part-time faculty member is teaching during the semester in which the waiver is sought
 - Part-time faculty are not eligible for any paid leave time (e.g. vacation, sick, or personal leave)
- Part-time faculty may hold other full or part-time positions with other State agencies, as long as there is no conflict in the hours worked and the other position is classified as exempt from overtime pursuant to the Fair Labor Standards Act. In this case, the employee must complete a Dual Employment Form
- Part-time faculty do not complete timesheets or submit attendance records; it is expected that a Part-time faculty member knows in advance that if they are unable to teach a class and arranges for coverage
 - A department chair will submit a new Part-time Faculty Appointment Form for any substitute covering a class as well as a revised appointment form for the part-time faculty member that is absent from a class
 - If a part-time faculty member must cancel a class, they must call or e-mail the department chair/secretary so that students can be notified

Hiring Process

Departments who have authorization and funding to hire part-time faculty may hire a selected candidate without undertaking an affirmative action search.

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Departments may hire qualified part-time faculty through professional contacts or word of mouth. If a department wishes to post an advertisement for part-time faculty, contact Human Resources at hrrecruitment@ccsu.edu and provide a short description of the position and to whom the applications should be sent and the position can be posted under “Job Opportunities” on the Human Resources webpage.

When your position is approved and you have selected a candidate, the Department Chair shall complete a [Part-time Faculty Appointment Form](#). This form will be routed for signature by the Department Chair, the Dean, Graduate Studies (for course at the 500 level and above), and by the Grants Office for any grant-funded position. Human Resources will review the form for course assignment, lecturer category, load hour limitations, funding, and appropriate signatures. The Department Chair and/or Dean will be notified if any corrections are required for the Part-time Faculty Appointment Form.

Pre-employment Background Investigation

All new part-time faculty and those with a break in service of more than one year must undergo a Pre-Employment Background Investigation. Disclosure & Consent Forms and the Social Security Verification Authorization must be completed in order to process the background investigation. The Summary of Rights Under Fair Credit Reporting Act should be given to the employee.

Background investigations are processed only after Human Resources has received a resume for the new part-time faculty and a completed Part-time Faculty Appointment Form for those with a break in service from the department. Part-time faculty will receive a link via email to the email provided to Human Resources on their resume/Curriculum Vitae to complete their portion.

Background checks are run through a third-party system which Human Resources is unable to expedite or estimate the return date of a background check. Departments should plan accordingly when hiring new part-time faculty or rehiring following a break-in-service to allow enough time for Human Resources to conduct the background check and complete the hire. Departments should contact Human Resources when hiring a part-time faculty with international work experience as additional time and paperwork will be required to complete the hiring process.

Onboarding

Upon successful completion the background screening, Human Resources will contact the candidate to schedule an in-person onboarding appointment to complete required employment paperwork and verify I-9 identification. New part-time faculty must submit official transcript(s) for their personnel file.

Returning Part-time Faculty

Returning part-time faculty will receive a contract for review and signature. The contract will be sent to the part-time faculty member's CCSU email from Human Resources. This contract must be signed and returned to Human Resources before the faculty member can be placed on the payroll.

Returning part-time faculty are not required to re-submit other hiring forms each semester unless there was a break in service for a period of one year or longer.

Paychecks

Part-time faculty members receive eight (8) paychecks per academic semester if they are placed on payroll at the start of a semester. Part-time faculty members hired after the start of a semester shall receive their salary divided equally among the remaining paychecks in the semester.

Course Cancellation

Article 4.6.1 of the CSU-AAUP contract requires that “if a class scheduled to be taught by a part-time faculty member is cancelled within seven (7) business days prior to the beginning of the first day of classes, the part-time member shall be paid the sum of \$300.

Human Resources notifies that Department Chairs and Deans via e-mail of the exact DATE by which courses must be cancelled in order to avoid the course cancellation fee. Course cancellation fees are charged to the appropriate departmental budget.

The Department Chair or Hiring Manager **must** notify the Dean, the Registrar’s Office, and Human Resources of a course cancellation to avoid overpayment of salary.

Resignation or Other Early Termination

If a Part-time faculty member resigns or is otherwise terminated prior to the end of his/her contract, the Department Chair must submit a revised Part-time Appointment Form indicating the appropriate end date of employment. The department must calculate the pro-rated salary and the Part-time Faculty member will receive a revised contract from Human Resources.