

DEPAUL UNIVERSITY



Adjunct Faculty Hiring & Course Cancellation

Category: Academic Affairs - Operational

Responsible Department: Academic Affairs

Responsible Officer: Provost

Effective Date: 9/26/2017

Policy Summary

This policy outlines the steps to hire adjunct faculty. Additionally, this policy includes information on course cancellations.

Scope

This policy affects the following groups of the University:

- Part-Time Faculty

This policy applies to adjunct (part-time) faculty.

Policy

The hiring of adjunct faculty takes place under the supervision and management of each college and/or school. Each unit is expected to have written guidelines for minimum faculty qualifications, the adjunct faculty hiring process, and adjunct faculty evaluation. The adjunct faculty minimum qualifications must meet the Higher Education Learning Commission requirements as outlined in [this document](#).

Procedures

Colleges and schools are expected to formalize the terms of employment by using the following documents:

- [Adjunct Faculty Hiring Process 2017-18](#)
- [Adjunct Faculty Hiring Letter Sample 2017-18](#)
- [Adjunct Faculty Info. Sheet 2017-18](#)
- [Adjunct Faculty Course Cancellation Opt-out Form 2017-18](#)

Colleges and schools are responsible for collecting and completing all requisite hiring documents. A complete set of such documents is available on the Human Resources website, under the New Employee Section of the [Academic Affairs forms page](#).

Divisional Collaborations

None.

Contact Information

Academic Affairs
(773) 325-1785

Appendices

None.

History/Revisions

Origination Date: 09/26/2017
Last Amended Date: 09/26/2017
Next Review Date: N/A