

NCTA Internal Budgeting Procedures
Adjunct Faculty Process

Process:

1. Approval for hiring all adjunct faculty will follow this process.
2. Adjunct contracts will include contingencies concerning enrollment. All full-time faculty with appropriate credentials will be given full teaching loads with complete section enrollment before contracts are filled with adjuncts. Consideration will also be given to submission of student learning outcomes data and course evaluation data when considering continuing contracts for adjuncts.
3. HR/Payroll needs adjunct faculty contracts 4-6 weeks in advance of semester start date, to ensure employee "onboarding" occurs timely including Blackboard/MyRed set-ups.
4. Timeline for fall semester adjuncts:
 - a. Administrators submit a request for funding from this pool by November 2.
 - b. Budget requests are considered Associate Dean who makes recommendations to the Dean by November 9.
 - c. Dean considers recommendations and makes a decision by November 16.
 - d. Fall contracts are sent to potential adjuncts by May 15. Spring Contracts will be sent November 23.
 - e. Fall completed contracts are due to HR by June 15. Spring completed contracts are due to HR by December 20.
5. Requests can be submitted through this process outside of the scheduled due to unplanned resignations, very high course enrollment, etc.

Name and contact information for unit requesting funds to hire temporary employee:

Position and Dollars requested:

Justification:

Please explain how this request is prioritized in the strategic plan:

Associate Dean recommendation:

Final outcome:

