

BOR statements about Adjunct Faculty

### **3.2.1.1 Corps of Instruction**

Full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding **adjunct appointments** or other honorary titles shall not be considered to be members of the faculty.

#### **Found under Section 1: Officers**

### **1.2.5 Institution Responsibilities**

Each institution is authorized to develop procedures for approval of the following matters without the necessity of formal Board action (BoR Minutes, February 2007; April 2007):

1. **Adjunct (courtesy) appointments;**
2. Graduate teaching assistant appointments;
3. Appointment of part-time faculty members, other than those faculty members who have previously retired from the USG;
4. Reappointments of temporary faculty, part-time faculty, and aliens; and,
5. Changes of designation for approved degree programs and approved administrative units.

The institution president, without the necessity of approval by the Chancellor or the Board, shall make decisions regarding appointments, promotions, salaries, transfers, suspensions, and dismissals for members of instructional, research and extension staffs, and all other employees of his/her institution (BoR Minutes, February 2007; April 2007).

Any council, faculty, or committee shall have the right of appeal from a veto of the Chancellor to the Board and to be represented before the Board by any member or members chosen from said council, faculty, or committee.

#### **Found in Section 8: Personnel**

### **8.3.3.2 Inter-Institutional Faculty Appointments**

Inter-institutional appointments should be used for faculty who are employed full-time at one USG institution but are also engaged in teaching, research, and/or service at another USG institution. Inter-institutional appointments must be approved by the primary USG institution where the faculty member is employed full-time (hereafter referred to as the home institution), as well as the other USG institution(s) [hereafter referred to as

the secondary institution(s)]. Appointments at secondary institutions shall be called **Affiliate Faculty Appointments**.

Institutions interested in offering these types of appointments must develop inter-institutional appointment policies and procedures, which must be approved by the USG chief academic officer or his/her designee. Guidelines for inter-institutional appointment policies and procedures can be found in the Academic Affairs Handbook.

### **8.3.4.2 Non-Tenured Faculty with Academic Ranks of Instructor, Assistant Professor, Associate Professor, and Professor**

All non-tenured faculty who have been awarded academic rank (instructor, assistant professor, associate professor, professor), are employed under written contract, and who served full-time for the entire previous year have the presumption of renewal of the next academic year unless notified in writing, by the president of an institution or his/her authorized representative, of the intent not to renew. Written notice of intent not to renew shall be delivered by hand or by certified mail, to be delivered to the addressee only, with receipt to show to whom and when delivered and the address where delivered. (BoR Minutes, October 2008)

Non-tenured faculty and other non-tenured personnel employed under written contract shall be employed only for the term specified in the contract, and subsequent or future employment, if any, shall result solely from a separate offer and acceptance requisite to execution of a new and distinct contract.

Notice of intention to not renew a non-tenured faculty member who has been awarded academic rank (instructor, assistant professor, associate professor, professor) shall be furnished, in writing, according to the following schedule:

1. At least three (3) months before the date of termination of an initial one-year contract;
2. At least six (6) months before the date of termination of a second one-year contract; or,
3. At least nine (9) months before the date of termination of a contract after two or more years of service in the institution.

This schedule of notification does not apply to persons holding temporary, limited-term, or part-time positions, or persons with **courtesy appointments such as adjunct appointments**.

This schedule of notification does not apply to Georgia Gwinnett College, as noted in [Section 8.3.4.4 of this Policy Manual](#).