

## Adjunct Teaching Professional Policy & Process Guidelines

Many adjunct faculty members who teach on a per course basis also hold staff educator duties. Below is an updated policy regarding position management for adjunct faculty who also serve in staff educator roles.

**What is the definition of a staff educator?** Staff educators serve in a variety of roles that support academic courses and programs, but they are not the instructor of record for a credited course. Examples of staff educator titles include: Online Course Facilitator and Teaching Professional.

### **Policy**

When an adjunct faculty member is approved for a faculty appointment, their employee designation should remain faculty. Their position should not be changed to a staff designation based upon fluctuating semester by semester duties.

If an adjunct faculty member is not teaching a credited course (s) but they are conducting staff educator work, they should be removed from the union personnel subarea (Adjunct Faculty L509) to (NREP) for the semester.

When the adjunct faculty member returns to teaching duties in a forthcoming semester, they will need to be reinstated into the Adjunct Faculty L509 union, as appropriate.

### **Other Policy Considerations**

If the adjunct faculty member is conducting both per credit teaching and staff educator work, they should remain in the Adjunct Faculty L509 union.

If an adjunct faculty member, who resigned or terminated with a break in service, returns to BU to conduct staff educator duties, please verify the appropriate employee designation before initiating a rehire action. The duration of their break in service and the possibility of future teaching duties will need to be considered before making a final determination on the employee designation. \*Please consult the Faculty Data Shared Services Center or HR Compensation for guidance on the appropriate employee designation.

### **Assignment Duration & Percent Time Effort**

If an adjunct faculty member is conducting both teaching and staff educator work and remaining in the Adjunct Faculty L509 union, please adhere to the policy on assignment duration and percent time for calculation of the teaching duties effort.

The staff educator percent time designation and salary should be incorporated into the overall effort using your own standard formula. \*Do not submit a separate over base payment for the educator work.

<https://www.bu.edu/provost/faculty-affairs/faculty-actions-instructions/part-time-faculty-percent-time-and-assignment-duration-faqs/>

### **Process Guidelines for Adjunct Faculty Conducting only Staff Educator Work**

In order to remove the adjunct faculty member from the union during the semester they are not teaching but are conducting staff educator duties please follow the directions below:

Maintain Position: \*Please indicate in the comments section the rationale for removing the faculty member from the Adjunct Faculty L509 union to Non-Represented status. Adjust the assignment duration, work schedule rule, percent time effort, & salary, as applicable.

Employee Position Update: After the Maintain Position form completes in workflow, process the Employee Position Update form. Select the Action Reason Personnel SubArea Change. \*In the updated employee information section, please verify that the faculty member has been moved to the NREP personnel subarea and adjust all the other necessary fields.