

# Adjunct and Overload Policy

John Chambers College of Business and Economics

Last Update: 7/1/2025

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## Purpose and Scope:

This policy covers administrative processes for the hiring of adjuncts and overloads. It includes college planning, job advertising, and hiring processes as well as contract and salary administration.

## Introduction:

The college uses adjuncts and overloads to address specific needs but there are limitations to how these positions may be used including salaries offered and contract terms. This policy provides clarity for Department Chairs in this regard.

## Policy/Procedures:

### 1. Administration of Adjuncts/Overloads

#### a. Budget Plans (Annually in February)

Annual budget plans for adjuncts/overloads are developed in February each year.

Department Chairs are asked to identify needs for the upcoming Fall and Spring semesters including Winter Intersession, Maymester, and Summer sessions.

Department Chairs will be asked to provide the course name/number, adjunct/overload status, and note expected compensation amount so the Business Office can prepare annual budget plans.

#### b. Contract Letters (Dates Specified in Table)

Department Chairs should provide information on adjuncts/overloads needed for the upcoming semester to the Dean's Office by the deadlines below. In turn, the Dean's Office will send out contract letters by the deadlines listed on the table for each semester. All contract letters will be issued by the Dean's Office.

Semester	Department Chairs Submit Adjunct/Overload Information to Dean's Office	Contract Sent Out
Fall Semester	July 1	Aug. 1
Spring Semester	Nov. 1	Dec. 1
Summer	April 1	May 1

#### c. Adjunct Employee Roster Maintenance (End of each Semester and in June)

At the conclusion of each semester, the Dean's Office will move all adjuncts to non-contract/zero pay unless they have future contracts planned.

In June of each year, the Dean's Office will request that Department Chairs review their Adjunct Employee Roster and note any adjuncts they will not be hiring back in the following academic year.

## 2. New Hires

All adjunct positions are listed through WVU Hire using the same process required to hire full-time professors. Departments will post a generic job ad for each adjunct lecturer. This ad is a long-term posting. Hiring authorities can review/reject candidates periodically. These long-term ads also facilitate our compliance with the 10-day posting requirement for job advertisements. Department Chairs can review the active pool anytime they are ready to hire. They can also reach out to qualified individuals and ask them to apply for the position. Please note that new adjuncts cannot be onboarded outside of WVU Hire.

Non-binding offers can be extended verbally by the hiring manager. Upon acceptance, the Department Administrator or HR Strategic Business Advisor will draft the formal offer letter and send it to the recruiter. The offer will then route through WVU Hire for approvals and be officially extended. The new hire will then be contacted by Shared Services to process for payroll. New hires may not begin work until they are fully processed by Employee Processing. Please keep this in mind when considering a start date. Allow for a minimum of a 10-day turnaround from the day the offer goes out to start date. If you have an adjunct that is already on payroll, you will follow instructions for contract letters as shown in item 1.b above.

See **Appendix A** for a sample job advertisement

## 3. Rate Schedule

Department Chairs should use the following Pay Rate Schedule for each 3-credit hour course taught. In special circumstances, including difficult-to-fill positions, you may request approval from the Dean to offer a higher adjunct stipend.

<b>Adjunct Pay Rates (Undergrad/Graduate Courses)</b>	<b>Overload Pay Rate</b>
<b>Accounting:</b> \$7,950 <b>Economics:</b> \$5,000 <b>Finance:</b> \$8,650 <b>MIS:</b> \$6,800 <b>Management:</b> \$6,800 <b>Marketing:</b> \$6,800 <b>GSCM:</b> \$7,500 <b>General Business:</b> \$5,000 <b>DBA:</b> \$10,000	<b>All:</b> \$7,500

Due to the need for consistency across programs and continuing budget constraints, any contract that is extended in excess of the rates listed above, will have a **reduction applied to departmental funding by the amount of the overage.**

#### 4. Overloads

##### a. Overload Contracts

Faculty overload contracts will be approved for DBA course instruction and extenuating circumstances. For additional information on Overload Teaching policies, see section 4.2.1.3 of the WVU Faculty Handbook.

##### b. Confirming Current Workload

In order to determine eligibility for Faculty Overload payment, the Dean's Office will need to confirm current workload to approve that the overload payment is warranted.

#### 5. Summer Teaching Assignments

By April 1 of each year, Department Chairs will be asked to provide information on summer teaching assignments to the Business Office. The information requested will include instructor name, subject, course, section, title, current enrollment, on-campus or online course, course dates, and contract amount. Contracts should be prepared for adjunct faculty, so they have a written agreement.

##### Summer Compensation Guidelines (For Undergraduate/Graduate Course):

- The base payment for a 3-credit hour course will be \$3,600, up to an enrollment count of 11 students.
- If enrollment exceeds 11 students, an additional payment of \$390 per student will be added up to the maximum summer pay.
- The max payment will be \$7,500 per 3-credit hour course for Faculty and \$5,000 per 3-credit-hour course for adjuncts.
- Enrollment will be assessed on the first day of the course.
- Courses with low enrollment must be reviewed, on a case-by-case basis, to determine if the course should be cancelled.

Note: Any exception to the above compensation guideline must have written approval from the Dean

**Dean Approval:**



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Signature

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11/17/2023

Date

## **Appendix A**

### **Adjunct Lecturer – Example Job Advertisement**

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The Department of XXXXX at West Virginia University invites applications for part-time Lecturer positions to teach in the Spring, Summer, and Fall semesters of 2023. Areas of need include undergraduate and graduate courses in list specific fields.

#### **Qualifications**

Master's degree in list specific fields or equivalent, and a relevant professional certification (e.g., list examples are required). Individuals with a doctoral degree are eligible to teach graduate or undergraduate courses; individuals with only a master's degree are eligible to teach undergraduate courses.

Applications will be accepted throughout the year and will be considered as openings arise. Salary is established on a per-course basis. While these positions are not anticipated to be benefits-eligible, individual positions may become benefits-eligible based on course load - which may vary depending on departmental need.

Please submit a single PDF file with (a) a letter of application summarizing your teaching qualifications, (b) your curriculum vitae, and (c) contact information for two individuals who can provide letters of recommendation.

At West Virginia University, we pride ourselves on a tireless endeavor for achievement. We are home to some of the most passionate, innovative minds in the country who push their limits for the sake of progress, constantly moving the world forward. Our students, faculty and staff make this institution one of the best out there, and we are proud to stand as one voice, one university, one WVU. Find out more about your opportunities as a Mountaineer at <https://talentandculture.wvu.edu/>.

#### **Affirmative Action**

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