

Adjunct and Overload Policy

John Chambers College of Business and Economics

Last Update: 02/06/2026

Dean Approval: 02/06/2026

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.

d. WVU Staff as Adjuncts.

All full-time staff members with secondary assignments as an adjunct instructor have additional limitations surrounding the number of courses that can be taught each semester as well as supervisor routine approvals.

See **Appendix B**

e. 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 complete the new hire information sheet 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

f. 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.

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

g. 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.

h. 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 \$325 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

Appendix A

Adjunct Lecturer – Example Job Advertisement

Description The Department of Accounting (<https://business.wvu.edu/academics/accounting-department/accounting>) at West Virginia University invites applications for part-time adjunct positions. Potential areas of need include undergraduate and graduate courses in accounting, auditing, tax, accounting (data) analytics, and forensic accounting and fraud examination.

The successful candidate will be responsible for in-person and/or online courses for the undergraduate programs in the Chambers College of Business and Economics.

Applications will be accepted throughout the year and will be considered as openings arise. Salary is established on a per-course basis.

Qualifications

Master's degree in accounting, accounting information systems, management information systems or equivalent, or relevant professional certifications (e.g., Certified Public Accountant – CPA, CIA, CMA, CFE) and a minimum of 10 years of leadership experience are required. Generally, individuals with a doctoral degree are eligible to teach graduate or undergraduate courses; individuals with a master's degree are eligible to teach undergraduate courses.

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

About WVU

West Virginia University is a place of purpose and community. We take pride in our profound impact on the state of West Virginia and are committed to the personal and professional growth of our employees.

From the groundbreaking R1 research at our flagship campus in Morgantown to the career-oriented programs at WVU Potomac State in Keyser, and the technology-intensive programs at WVU Tech in Beckley, the contributions of WVU employees resonate across the state, touching lives and shaping futures.

At WVU, you will discover a supportive community that champions work-life balance and fosters a collaborative atmosphere. Our core values — service, curiosity, respect, accountability and appreciation — unite us as Mountaineers.

Join us at West Virginia University, where your work will make a lasting impact. To learn more about WVU, visit wvu.edu.

West Virginia University is an Equal Opportunity Employer. We invite all qualified applicants regardless of race, color, religion, sex, national origin, age, disability, genetic information, or Veteran status.

Appendix B.

John Chambers College of Business & Economics

Policy: Staff Serving as Adjunct Instructors

Effective Date: February 9, 2026

Policy Owner: Texie Wells/ Strategic Business Advisor: HR & Payroll

1. Purpose

This policy establishes expectations, limits, and approvals for West Virginia University (WVU) staff employees who teach courses for Chambers under an adjunct contract. The intent is to support high-quality instruction while protecting the employee's primary workload and ensuring continuity of College operations.

2. Scope

This policy applies to WVU staff employees who teach for Chambers, including Chambers staff and staff whose primary appointment is in another WVU unit. This policy does not replace WVU employment policies or academic appointment procedures.

3. Core Standards

3.1 Qualifications (AACSB)

Staff may be appointed as adjunct instructors only when appropriately qualified for the course (education, certifications, and/or relevant professional experience) consistent with accreditation expectations.

3.2 Modality Preference

When possible, Chambers will prioritize assigning online asynchronous courses to qualified staff adjuncts to maximize scheduling flexibility and minimize operational disruption.

3.3 Teaching Load Limits

A maximum of two courses may be assigned per semester. Only one of these courses can be in the traditional, in-person format. Assignments outside these limits require special approval from the Supervisor and Dean (Section 7).

4. Work Hours and Operational Impact

Adjunct teaching is a separate commitment from the staff role and must not materially interfere with the employee's normal job responsibilities. For Chambers operations, normal working hours are 8:15 a.m. to 4:45 p.m.

If an in-person course meets during 8:15 a.m. to 4:45 p.m., the supervisor must confirm that coverage and service expectations will be maintained, to their satisfaction, before the adjunct contract is processed.

5. Process and Required Approvals

5.1 Teaching Need and Outreach (Department Chair/Program Lead)

The Department Chair/Program Lead determines instructional need (course, modality, term) and may reach out to a staff member to ask if they are available and interested in teaching.

5.2 Supervisor Approval (Required Before Contract Processing)

Before an adjunct contract is processed, the staff member must obtain approval from his/her immediate supervisor as follows:

- Annual supervisor certification (default): covers assignments that remain within policy limits (up to two courses per semester and no more than one in-person course per semester). Annual certification should be renewed each academic year (or at another cadence established by the unit).
- Semester-by-semester approval: required for any exception request (Section 7) and may be required when unit workload, staffing, or coverage needs warrant a term-specific decision.
- Staff from other WVU units (non-Chambers staff): because teaching for Chambers is outside the home unit workload, the employee's primary supervisor must approve teaching offers (semester-by-semester). This approval is especially important when the staff member teaches more than one course in a term or when any course is held in person during 8:15 a.m. to 4:45 p.m.

5.3 Contract Processing

After the Chair/Program Lead confirms the assignment and the required supervisor approval is on file, Chambers may proceed with contract processing in accordance with WVU procedures.

6. Documentation in Digital Measures (DM)

Digital Measures documentation is required to be completed. The Adjunct Faculty is responsible for updating all areas relevant to teaching, CV uploads (annually) and completing their general information. After the term concludes, the department will ensure the instructor's qualifications and supporting documentation are entered or updated in DM to keep accreditation records current (recommended timing: within 60 days after the end of the term). Responsible party: [Department/Designated Admin/Instructor].

7. Policy Exceptions

Policy exceptions should be rare and must be approved in writing before contract processing. Exceptions include (but are not limited to):

- Teaching more than two courses in a semester.
- Teaching more than one in-person course in a semester.

All exceptions require (a) supervisor approval (semester-specific) and (b) Dean approval in writing via email. The approval emails will be placed in staff member's personnel file.

8. Accountability

If adjunct teaching begins to negatively impact the employee's staff performance or unit operations, Chambers (in consultation with the supervisor) may reduce future teaching assignments, require semester-by-semester approvals, and/or decline future adjunct appointments.