

## Adjunct Faculty Teaching Courses

AGREEMENT INITIATION TIMING: Academic departments/programs will make every effort to issue an employment agreement\* to adjunct faculty at least 21 days before the beginning of the term in which a course is offered. Some reasons this may not be possible include:

- (a) a course loses its professor within 21 days before the beginning of a term and hiring an adjunct to teach the course is necessary, or
- (b) a new section of a course becomes necessary due to over enrollment.

LESS THAN 21 DAYS NOTICE FOR NEW COURSE: If circumstances require an employment agreement to be initiated within 21 days of the beginning of the term for a course the adjunct has never taught before, the adjunct faculty member will be paid an additional 10% compensation (based on the pay for teaching this course in this particular term).

LATE CANCELLATION AND COMPENSATION: After an adjunct faculty member has entered into an employment agreement with DU to teach a course, DU will pay 20% of that particular course's compensation if an adjunct-taught course is cancelled by the University (except for cause\*\*) within three weeks of the start of the term or after the term begins\*\*\*.

\*An Employment Agreement is the official, formal offer provided electronically in the adjunct hire workflow that the adjunct can acknowledge. It is not a conversation or email query from the department chair/program director about initial interest.

\*\*Cause means acts by a faculty member prohibited by law or University policy which are inconsistent with professional standards recognized by the academic community (such as sexual, racial or other harassment or discrimination or engaging in conduct involving dishonesty, fraud, deceit or misrepresentation); willful neglect of duty; inability or refusal to carry out the responsibilities of a faculty member; or conduct which results in clear and demonstrable damage to the University.

\*\*\* This standard policy applies to adjunct agreements to teach courses paid on a per-course basis. Separate arrangements will need to be worked out for the minority of situations that differ from the standard case, *e.g.*, music lessons, where a faculty member may be compensated by the number of students.