

Andrews University  
**TEACHING CONTRACT EMPLOYMENT**

Working Policy:

- 2:123:2 Adjunct faculty
- 2:139 Contract appointments

Considerations:

1. Faculty contracts are for temporary employment to render specified teaching services.
2. Individual must be qualified to be adjunct faculty. Adjunct faculty who teach at the graduate level must hold the same qualifications as regular faculty with graduate faculty status.
3. Contracts for staff and above normal teaching loads for regular faculty are for emergency and/or unusual circumstances rather than a routine expansion of teaching load.
  - a. Variances to this arrangement may be made by the dean of the college/school after consideration of total faculty workload including scholarly productivity.
  - b. Contracts for full-time staff also require the submission of the [Staff Additional Assignment Agreement](#) form.
4. Contracts for services other than a regular course (e.g. selected lectures, laboratory supervision, etc.) must be based on the same rate as for regular courses.
5. To comply with the Affordable Care Act, hours of service for adjunct faculty must be tracked and measured.
  - a. Using IRS guidelines, as a general rule, Andrews University will apply a 3:1 ratio of service hours (per week) to credit hours. Service hours represents the combination of time for activities such as teaching, class preparation, grading, office hours, and faculty meeting.  
Example: contract for a 3-credit course will translate to 9 service hours per week (3 x 3).
  - b. Unless adjunct faculty is already considered an ACA-evergreen employee\*, total weekly hours across **all** university jobs must be limited to **less than 30 hours** per week (*please use conversion ratio for class credit hours taught to determine weekly work hours*). Exceptions may be allowed with the understanding that they may trigger health care coverage eligibility.

\*see ACA policy term definitions

Rate Schedule<sup>1</sup>:

1. A range of contract rates is provided, based on the course level involved and the qualifications (degree held, professional expertise) and experience (rank) of the person sought:
  - a. \$600 - \$800 / undergraduate semester credit
  - b. \$800 - \$1,200 / graduate semester credit
2. Rates above the range are offered when, in the judgment of the dean of the college/school with the concurrence of the Provost, the services required cannot be obtained from a professional at the university-wide rate. Budgetary provision for such exceptional rates is required.

Employment Policy:

Prior to an adjunct faculty beginning their paid (contract) service, they must receive clearance to work. **Federal law requires all persons hired to submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

Procedure:

1. Department completes and submits a contract work permit form to Employment Office.
2. Employment Office will verify that the adjunct faculty is eligible to work (may require completion of necessary paperwork and verification of employment eligibility).
3. Employment Office will return the verified work permit form to the Department (or adjunct faculty).
4. Department completes contract form with all pertinent employment and academic information.
5. Department obtains adjunct faculty/teacher's signature indicating agreement with the contract.
6. Department and the Dean's Office signs their approval of the appointment.
7. Department/Dean's Office submits original contract form to the Employment Office.
8. Employment Office obtains signatures from the Provost, Controller, and HR Director.
9. Employment Office forwards completed contract and any applicable employee paperwork to Payroll Office for processing (data entry and payment).

---

<sup>1</sup> The proposed rate schedule is based on benchmark information for institutional contract rates at both private and public institutions. It is recognized that many institutions offer contracts within departments and schools which differ from such rates as influenced by the qualifications and expected remuneration per the discipline of the person with whom a contract is written.

