

Adjunct Faculty Personnel Policy

Yeshiva University values the adjunct members of the faculty and strives to maintain an employment policy that is transparent and fair.

After consulting with Department Chairs and in consultation with the Provost, Deans are responsible for hiring adjunct faculty, setting the rate of compensation, and establishing workload requirements. Adjunct faculty appointments must be reviewed annually; this should include an evaluation of the teaching skills/effectiveness of the person by means of observation, student evaluations, and so forth at least once per academic year. The dean and the appointing department shall provide adjunct faculty with reasonable and adequate notice of projected teaching assignments prior to the start of classes.

An adjunct faculty member may be appointed by more than one college, subject to the following:

- Adjuncts may normally teach no more than 7 credit hours at a time period which exceeds three months. An equation of 2.75 hours X class credit is used to determine the credit hours per class for purposes of benefits eligibility.
- Adjuncts may combine teaching and other work in at Yeshiva University, but may **not** exceed the combined equivalent of working 19 hours per week at any time period which exceeds three months.
- Exceptions to this limit will require that the adjunct be offered health insurance and will require the prior written approval of the dean(s) of the school(s) in which the adjunct faculty member is teaching. For questions regarding part-time status, please consult with Julie Auster in Human Resources.

Adjunct appointments are contingent upon sufficient enrollment in the assigned course and budgetary considerations as determined by the dean after discussion with the department chair.

Each school determines the appropriate compensation, if any, if a course is cancelled prior to the beginning of classes.

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