

East Tennessee State University

Policy: Section 4: Compensation

[Extra Compensation](#)

[Outside Employment](#)

[Part-Time Instruction](#)

[Travel](#)

[Uncompensated Adjunct Faculty](#)

[Winter/Summer/Intersession Faculty](#)

Extra Compensation

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/human-resources/relations/ppp07.php>

In all cases of outside employment not covered by this document, the President of the University shall be notified of employment in accordance with Board of Regents Policy No. 5:01:05:00, "Outside Employment and Extra Compensation" at <https://policies.tbr.edu/policies/outside-employment-and-extra-compensation>

09/08/80; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

Outside Employment

Refer to ETSU Personnel Policies and Procedures Manual at

<https://www.etsu.edu/human-resources/relations/ppp07.php>

In all cases of outside employment not covered by this document, the President of the University shall be notified of employment in accordance with Board of Regents Policy No. 5:01:05:00, "Outside Employment and Extra Compensation" at <https://policies.tbr.edu/policies/outside-employment-and-extra-compensation>.

09/08/80; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)

Part-Time Instruction

Refer to TBR Personnel Guideline P-050 at:

East Tennessee State University

<https://policies.tbr.edu/guidelines/part-time-faculty-compensation>

Effective 10/11, policy changes will appear on the webpage cited

[Back to Top](#)

Travel

Refer to ETSU Financial Procedures Manual at

https://www.etsu.edu/trustees/documents/finance/fa_general-travel.pdf

04/01/87; 05/10/01; Effective 03/06, policy changes will appear on the webpage cited; 03-24-2017 approved by the BOT

[Back to Top](#)

Uncompensated Adjunct Faculty

The purpose of this policy is to define uncompensated adjunct faculty and provide a process for the appointment of individuals to this position at East Tennessee State University.

Definition

According to Tennessee Board of Regents Policy No. 5:02:01:00, adjunct faculty are defined as "professional staff members of businesses, industries and other agencies and organizations who are appointed by institutions and schools on a part-time basis to carry out instructional, research or public service functions." In addition, the title "adjunct faculty" may be given to administrators and others within the University who provide part-time instructional, research, or public service functions to an academic department in which they do not hold faculty rank.

Title

Academic rank is an element of faculty status, and shall be limited to the regular, full-time personnel of the institution (TBR Policy No. 5:02:01:00); therefore, the title "Adjunct Faculty" without rank designation will be used for all individuals in this affiliated status.

Privileges

While uncompensated adjunct faculty provide service to the University without monetary remuneration, they are eligible for certain faculty privileges during the term of appointment.

These may include the option to purchase an ETSU Recreational Pass (<https://www.etsu.edu/students/campusrec/membership.php>), the option to buy a faculty/staff

East Tennessee State University

parking decal (<https://www.etsu.edu/facilities/parking/>), and faculty discounts to athletic events (<http://www.etsubucs.com/tickets/TixMain/>). Adjunct faculty also qualify for a library courtesy card.

Term of Appointment

Adjunct appointments are normally made for two academic years and are renewable upon review at the end of the appointed term.

Appointment Procedures

Adjunct faculty appointments are made by the president of the University upon the recommendation of the department chair and academic dean, and the endorsement of the appropriate vice president.

1. The academic chair initiates the appointment by completion of the Uncompensated Adjunct Faculty Appointment Form which provides data on the candidate's credentials and a statement of the reason for the appointment, i.e. what will be the function of the adjunct faculty member-clinical instruction, periodic or part-time instruction, and public service. A copy of the form is available online at: <https://www.etsu.edu/human-resources/forms.php#2>.
2. The term of appointment will be noted on the form.
3. A complete curriculum vitae for all adjunct faculty nominees will be kept on file in the dean's office.
4. The completed appointment form is forwarded to the appropriate academic dean and to the appropriate vice president for review and approval.
5. Appointments will be made once each year; therefore, completed forms should be forwarded to the president for approval no later than July 1 preceding the academic year of appointment.

Letter of Appointment

Upon the recommendation of the appropriate vice president the Office of Human Resources will prepare, for the President's signature, a letter of appointment indicating the department to which the appointment is made, the term of appointment, the title, and a request for a letter of acceptance of the appointment.

Notification of Appointment

A copy of the President's letter of appointment will be forwarded to the appropriate vice president and to the academic dean. Copies of the candidate's letter of acceptance will also be forwarded to the appropriate vice president and dean upon receipt in the president's office.

Exceptions

East Tennessee State University

Exceptions to the policy can be made upon the recommendation of the appropriate vice president and upon approval by the President.

08/18/86

[Back to Top](#)

Winter/Summer/Intersession Faculty

Refer to TBR Policy 5:02:04:10 at:

<https://policies.tbr.edu/policies/faculty-compensation-during-summer-session-and-inter-sessions>

ETSU's Winter Session is under pilot in the 2011-12 academic year and inclusion in policy will be addressed.

04/18/90; TBR Meetings: March 4, 1977; March 17, 1989; March 16, 1990; October 2, 1998; Effective 03/06, policy changes will appear on the webpage cited

[Back to Top](#)