

**PIERPONT COMMUNITY & TECHNICAL COLLEGE BOARD OF GOVERNORS  
MEETING OF September 23, 2025**

<b>ITEM:</b>	Policies PP-3036 & 3037: Adjunct Faculty
<b>COMMITTEE:</b>	Committee of the Whole
<b>RECOMMENDED RESOLUTION:</b>	Resolved that the Pierpont Board of Governors approve the announcement and acceptance of public comments for a period of 30 days concerning the proposed amendment and combination of Policies PP-3036 and 3037: Adjunct Faculty.
<b>STAFF MEMBER:</b>	George H. Perich; Vice President, Human Resources & Org. Dev.
<b>BACKGROUND:</b>	The language in the existing policy is not solely applicable to Pierpont. Policy needs updated to reflect current operations.

The last revision of the Policies were approved in July 2005 and do not reflect the institution's revised institutional guidelines and contains cumbersome, detailed, and outdated language that refers to the Fairmont State operations.

**PUBLIC COMMENT PERIOD: September 25, 2025 to October 24, 2025**

All comments are to be made in writing to:

*Amanda Hawkinberry  
Executive Assistant to the President  
Pierpont Community & Technical College  
500 Galliher Drive  
Fairmont, WV 26554  
[Acollins11@pierpont.edu](mailto:Acollins11@pierpont.edu)*

*The proposed policy will be available for public viewing on the  
Pierpont Community & Technical College website at  
<https://www.pierpont.edu/about/board-of-governors/policies/>*

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 36**  
**TITLE: ADJUNCT FACULTY**

**Effective Date: July 1, 2005**

**Amended:**

**Repealed:**

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**SECTION 1. GENERAL**

1.1 Scope –Policy regarding use of adjunct faculty

1.2 Effective Date –July 1, 2005

**SECTION 2.**

In the interest of institution-wide educational quality, of integrity within the professoriate, and of the professional consideration due to part-time instructional personnel, Pierpont Community & Technical College will strive to maintain the following balance of full and part-time faculty.

**OVERALL**

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
4-year	15%	25%	35%
2-year	35%	45%	55%

**SINGLE, MULTI-SECTION COURSE**

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
4-year	40%	50%	60%
2-year	60%	70%	80%

It should be noted that standards established by the accrediting bodies for individual programs/disciplines take precedence over these recommendations.

**SECTION 3.**

The President or his/her designee shall appoint a committee to monitor results in meeting ACCEPTABLE goals or moving toward OPTIMAL ones, assessing the viability of our recommended percentages, and exploring options for converting part-time assignments into full-time, tenure-track and renewable-term contract faculty positions, for which candidate pools may include applications from those who have served in an adjunct status and who meet the minimum qualifications as posted.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**POLICY # 37**  
**TITLE: ADJUNCT FACULTY WORKLOADS**

**Effective Date:**

**Amended:**

**Repealed:**

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**PURPOSE:**

To establish maximum number of credit hours part-time (adjunct) faculty may teach in an academic year. (Fall and Spring Semesters).

**BACKGROUND:**

Full-time faculty members at Fairmont State University teach a minimum of 12 credit hours per semester. In addition to teaching, they are expected (a) to advise students; (b) to perform committee and university/community service; and (c) to engage in scholarly or creative endeavor and professional development activities. These three areas are calculated at the equivalent of three credit hours each, although weight may shift among each of the three areas.

Full-time faculty members at Pierpont Community and Technical College teach 15 credit hours per semester, with advising, service, and scholarly or creative endeavor and professional development calculated at the equivalent of two credit hours each, although weight may shift among each of these areas.

The total workload for a faculty member at either institution is, then, 21 credit hours per semester (12 + 9 at FSU; 15 + 6 at Pierpont), or 42 credit hours per academic year.

**POLICY:**

Part-time (adjunct) faculty members at Fairmont State University will teach no more than 18 credit hours per academic year. (Fall and Spring semesters combined).

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-3036POLICY # 36**  
**TITLE: ADJUNCT FACULTY**

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**Short Title: ADJUNCT FACULTY**  
**Effective Date: July 1, 2005**  
**Amended: September 23, 2025**  
**Repealed:**

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**SECTION 1. GENERAL PURPOSE**

To establish maximum number of credit hours part-time (adjunct) faculty may teach in an academic year. (Fall and Spring Semesters).

1.1 Scope Policy regarding use of adjunct faculty

1.2 Effective Date July 1, 2005

**SECTION 2.**

In the interest of institution-wide educational quality, of integrity within the professoriate, and of the professional consideration due to part-time instructional personnel, Pierpont Community & Technical College will strive to maintain the following balance of full and part-time faculty.

**OVERALL**

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
<u>4-year</u>	<u>15%</u>	<u>25%</u>	<u>35%</u>
2-year	35%	45%	55%

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**SINGLE, MULTI-SECTION COURSE**

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	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
<u>4-year</u>	<u>40%</u>	<u>50%</u>	<u>60%</u>
2-year	60%	70%	80%

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It should be noted that standards established by the accrediting bodies for individual programs/disciplines take precedence over these recommendations.

Full-time faculty members at Pierpont Community and Technical College teach 15 credit hours per semester, with advising, service, and scholarly or creative endeavor and professional development calculated at the equivalent of two credit hours each, although weight may shift among each of these areas.

The total workload for a faculty member at either institution is, then, 21 credit hours per semester (15 + 6 at Pierpont), or 42 credit hours per academic year.

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### **SECTION 3.**

The President or his/her designee shall appoint a committee to monitor results in meeting ACCEPTABLE goals or moving toward OPTIMAL ones, assessing the viability of our recommended percentages, and exploring options for converting part-time assignments into full-time, tenure-track and renewable-term contract faculty positions, for which candidate pools may include applications from those who have served in an adjunct status and who meet the minimum qualifications as posted.

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**Board of Governors Policies and Procedures**  
**PP-3036**

**Short Title: ADJUNCT FACULTY**  
**Effective Date: July 1, 2005**  
**Amended: September 23, 2025**  
**Repealed:**

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**SECTION 1. PURPOSE**

To establish maximum number of credit hours part-time (adjunct) faculty may teach in an academic year. (Fall and Spring Semesters).

**SECTION 2.**

**2.1** In the interest of institution-wide educational quality, of integrity within the professoriate, and of the professional consideration due to part-time instructional personnel, Pierpont Community & Technical College will strive to maintain the following balance of full and part-time faculty.

**OVERALL**

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
2-year	35%	45%	55%

**SINGLE, MULTI-SECTION COURSE**

	OPTIMAL	ACCEPTABLE	SHORT-TERM CONTINGENCY
2-year	60%	70%	80%

It should be noted that standards established by the accrediting bodies for individual programs/disciplines take precedence over these recommendations.

**2.2** Full-time faculty members at Pierpont Community and Technical College teach 15 credit hours per semester, with advising, service, and scholarly or creative endeavor and professional development calculated at the equivalent of two credit hours each, although weight may shift among each of these areas.

The total workload for a faculty member at either institution is, then, 21 credit hours per semester (15 + 6 at Pierpont), or 42 credit hours per academic year.

**SECTION 3.**

**3.1** The President or his/her designee shall appoint a committee to monitor results in meeting ACCEPTABLE goals or moving toward OPTIMAL ones, assessing the viability of

our recommended percentages, and exploring options for converting part-time assignments into full-time, tenure-track and renewable-term contract faculty positions, for which candidate pools may include applications from those who have served in an adjunct status and who meet the minimum qualifications as posted.