

ADJUNCTS/VISITORS – College guidelines

DEFINITION OF TERMS

These ranks are officially defined by the Office of the Vice Provost for Faculty and Academic Affairs:

<http://www.indiana.edu/~vpfaa/policies/Handbooks%20and%20Guides.shtml>

In simplest terms for the College:

- **Adjuncts** are hired at less than 100% FTE and are paid on a per course basis.
- **Visitors** are hired at a set salary for a set term (usually a semester or academic year). “Visiting” indicates a temporary appointment that may continue for no more than two years, except in special circumstances. Requests for extensions must be submitted to the Executive Associate Dean (Jean Robinson); who will forward for approval by the Vice Provost for Faculty. Visitors may be at any rank: Lecturer, Assistant, Associate or Full Professor, according to credentials.

APPROVAL PROCESS

- Approval for hiring of an Adjunct or Visitor is obtained through the ELVIRA process.

RECRUITING PROCEDURE

- The regular academic recruiting system (e-doc lite) is not required for these position types, but departments may be asked to use the e-doc lite system when a national search is authorized by the dean for a visiting position, or if the visiting position is expected to be more than a year duration.
- Note, in cases where it is likely that the candidate hired for the Visiting position may convert to a permanent position at the end of the Visiting appointment, it may be in the department’s interest to follow the regular academic recruitment procedures in the selection of the visitor. Having run a full search already, the department may be eligible to apply for a “Waiver” and not have to run a full search for the continuation of the employee in the full time position.

RECRUITING EXPENSES

- The College does not reimburse departments for advertising expenses associated with recruiting.
- The College does not reimburse departments for interview travel expenses associated with Adjunct or Visiting positions.

DETERMINING FTE AND RATE

- FTE should be determined by the number of courses being taught.
- Adjunct instructors should be appointed at .33 FTE for each course (1/3 load) per semester. This means teaching one course in fall would be a fall-semester only e-doc, .33 FTE. Teaching one course in fall and one in spring means a full-year e-doc, .33 FTE. Teaching two courses in fall, one in spring, means two separate e-docs, fall semester at .66 FTE, spring semester at .33 FTE.
- Adjunct rates are set at the department norm.
- Visiting appointments are normally 100% FTE. Visiting Lecturers typically teach 3 classes per semester, Visiting Professors 2 per semester. Deviations from that norm must be approved by the Executive Associate Dean through ELVIRA, and FTE may be adjusted according to courses taught in the rare case of a part-time visitor.
- Visiting appointment salaries are negotiated with the Executive Associate Dean.

OBTAINING A VISA FOR AN INTERNATIONAL HIRE

- The IU Office of International Services handles this through the “i-Start” system, see:
<http://www.indiana.edu/~intlsvr/scholars/index.php>

- The most common visa type for visitor or adjunct instructors is J-1 Exchange Visitor. Under unusual circumstances, we may encounter a situation that requires H-1B Specialty Worker status. Another less common visa type is O-1 Alien of Extraordinary Ability, and there are also specific visas available for employees from Australia, Canada or Mexico. **Consult early and often with Office of International Services about international hire situations to determine the most appropriate visa type.** We need to be particularly careful about potential H-1B situations to make certain that your budget is adequate to meet prevailing wage requirements BEFORE an offer of employment or visitor renewal is made.
- The College does not reimburse departments for Department of Homeland Security fees related to obtaining temporary visa status.

APPOINTMENT

- The College wants these hires put in “temp” positions in HRMS.
- Adjunct and Visiting E-docs must include the course number AND name to match with ELVIRA.
- Use “Hire” e-doc for new appointments.

MEDICAL INSURANCE

- Health care coverage is available to persons employed by Indiana University, on a full-time academic appointed basis (100% FTE) providing they enroll within 30 days of hire. Part time adjuncts do not receive an option to enroll in one of IU’s health insurance plans. IU does offer an array of optional benefit programs for part-time academic employees appointed at .50 FTE or more, see <http://www.iuvoluntarybenefits.com/>
- International visitors invited on an IU-sponsored J-1 visa are required to carry health insurance at a certain level: http://www.indiana.edu/~intlsv/scholars/j-1/status/med_insurance.php

For a part-time international visitor or adjunct not eligible to enroll in the university medical insurance, international scholar insurance can be purchased through IU Office of International Services (or the individual may show comparable coverage through home country or another plan).

- The College does not reimburse departments or visitors for purchase of J-1 visa health insurance.
- If a 10-month 100% FTE visitor is renewed for a subsequent year, IU health insurance is automatically continuous through the summer months between one year and the next (the August pay will catch up with premium deductions for the summer months). However, at the end of the final semester of a visiting appointment, if the employee is leaving IU, **medical coverage ends as of midnight on the last day of active, full-time employment.**

SALARY INCREMENT FOR CONTINUING ADJUNCT/VISITOR APPOINTMENTS

- **Assume no salary increment** for continuing adjunct/visitor appointments unless there is a specific guideline distributed during budget construction for that year, or in cases where a specific increment has been negotiated with the Executive Associate Dean.

REAPPOINTMENT/TERMINATION

- For AC2 Adjunct who taught the previous year and will teach again, use “Renew Contract” e-doc.
- For AC1 Visitor who taught the previous year and will teach again, with a salary increment, process “Maintain Pay Rate” e-doc to change the salary.
- For AC1 Visitor who taught the previous year and will teach again, with no salary increment, check the admin post for the appointment, and if it has ended, do an admin post e-doc and edit the end date so that it is effective through the end of the appointment.
- Be sure to process a “Termination” e-doc for Visitors who do not continue.