

AP 2: Part-Time Instructor Course Cancellation Payment

2.1 Eligibility

An adjunct faculty member is eligible for a cancellation payment if a course is cancelled within five business days of the first day of the term when the course was scheduled, if the course is cancelled for one of these reasons:

- Low enrollment.
- Reassigned to a full-time faculty member because one of their courses has been cancelled.
- Reassigned because NS initiates last-minute schedule changes (such as moving the day/time of a class to avoid conflicts with other courses or to get access to a specific classroom).

No cancellation payment is provided if a course is cancelled or moved at the request of the adjunct faculty member or due to changes in their availability (such as changes in their work schedule or a medical or family emergency). If an adjunct faculty member's courses are reassigned or because the instructor does not provide hiring paperwork, complete required trainings, or other required elements of the hiring and training process by the deadline, they are not eligible for a cancellation payment.

2.2 Procedures

Courses may be cancelled or reassigned at the discretion of a department chair or dean. If the situation meets the eligibility criteria above, the adjunct instructor will receive a cancellation payment of \$150. The payment acknowledges that significant effort goes into preparing a course before the first day of class.

The dean has final authority to determine whether an adjunct faculty member qualifies for a cancellation payment and will verify the list of qualifying faculty, if any, who should receive a payment each term. Cancellation payments are paid out of the school's adjunct instructor budget.

2.3 Related Information

2.3.1 Revision History

- Approved by Dr. Erika Beck on 11/12/15 and President Bart Patterson (n.d.).