

# Adjunct Hiring Newsletter

March  
2025

Greetings, Hiring Managers and those involved in the adjunct process. This Newsletter provides a quick glance at the necessary adjunct information needed for the Summer and Fall 2025 semesters. Please review the AFT Adjunct agreement on the HR website.

## Important reminders

The rates for the Fall semester are increasing from the previously used rates in the Spring and Summer semesters. Please see the rates section for the updated amounts.

### 2025 Contract Dates:

Summer 1: 5/17/2025 - 6/14/2025

Summer 2: 6/14/2025 - 7/26/2025

Summer 3: 7/12/2025 - 8/23/2025

Fall: 8/23/2025 - 12/13/2025

### Approval to Teach:

The approval-to-teach form should be attached to the requisition before extending an offer letter to staff or librarians. HR must have this approval before an offer is processed. Faculty are permitted to teach as adjuncts during Winter and Summer sessions.

### Rates (eff Fall 2025):

1-12 SEMESTERS: \$2,400

13+ SEMESTERS: \$2,490

Prof, Assoc Prof, Asst. Dir in Lib, & Lib I: \$2,460

Asst. Prof, Instr., Lib II, Lib III: \$2,400

Professional Staff: \$2,400

### Contract Changes:

Employees who are no longer scheduled to teach should have their contract canceled by submitting the Employment Contract Change Request form.

### Hiring Resources

Under the career tab on the HR site, [Resources, Guides and Processes:](#)

[How to create an adjunct requisition](#)

[How to create an adjunct offer letter](#)

### Contract references:

Review the AFT Adjunct Faculty Agreements on the [HR website](#) under [Bargaining Unit Agreements](#). Please reach out if you have any questions regarding the contract language.

Contact the HR office if you have any questions related to the adjunct hiring process.