**University Policy on Adjunct Appointment Limits as Explained by HR May 2020**

* Postdoctoral research scholars are able to teach 1 course per semester and capped at 2 per year. [[1]](#endnote-1)

**Administrators:**

         Administrators can teach 2 classes in an academic year in addition to their administrative role. Currently half term courses are counted as full courses for Administrators as written in the faculty handbook.

         If they teach they will have a second position and be appointed as an adjunct with an appropriate title approved by the Provost’s Office.

         Their adjunct compensation (if any) must be approved in advance by the Vice Dean of Administration at the Business School.

         If they are from an outside School or Department, the Business School is obligated to obtain their home school permission (i.e. David Lerner).  Currently HR obtains this permission.

         If they are Grade 15 or above, HR is required to obtain permission from Central HR to pay the administrator an adjunct salary. (from any School or Department, including the B School).

         Administrator teaching limits are calculated University wide, so courses taught at another school must be included in teaching limits.

**Adjunct faculty:**

         Adjuncts can teach 3 courses per academic year (fall, spring, summer), but not more than 2 in one term.

         Half courses and co-taught courses are counted as half credit; for example an adjunct may teach up to 4 half courses in a term which totals 2 full courses. Co teaching a **full**term counts as a**full** term, not half. Only half term courses count as half credit (again, only applies to peer adjuncts, not administrators).

         Course and consecutive counts re-start in fall, so all fall adjuncts begin with a clean slate. The Business School year is Fall Spring Summer, but that is not a University wide calendar so other teaching on campus requires consideration into total count.

         Adjunct teaching limits are calculated University wide, so courses taught at another school must be included in adjunct teaching limits.

1. The Special Management Postdoc Program for Negotiations Fellows: [Postdoctoral Program - Management Division (2017)](https://www8.gsb.columbia.edu/faculty-staff/system/files/Columbia%20Business%20School%20Management%20Research%20and%20Teaching%20Fellows%20Program%204-20-2017-FINAL.pdf), approved by the Provost’s Office, allows for 2 sections to be taught simultaneously. [↑](#endnote-ref-1)