



UAR NUMBER:

TITLE:

ORIGINATOR(S):

INITIAL ADOPTION:

REVISION DATE(S):

AUDIENCE: (SELECT ALL THAT APPLY)

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

PURPOSE:

SCOPE:

DESCRIPTION (INCLUDE DEFINITIONS):

DEFINITION OF TERMS: The term part-time faculty refers to the category of faculty described in PAc-1 as "lecturer."

POLICY: Part-time faculty play an important and necessary role in the University. They can provide expertise to enhance educational programs, provide an additional faculty resource at university locations that are an inconvenient distance from the main campus.

SELECTION PROCESS: The main authority in filling part-time positions rests with the department chair. The chair will, to the extent possible, select the best-qualified applicant from a pool of qualified applicants. In no event will the chair select a faculty member who is not qualified by the standards of the accrediting agency of the program or by SACS criteria, whichever are higher.

VERIFICATION OF CREDENTIALS: All part-time faculty members must have academic credentials on file in the Office of the Provost and Vice President for Academic Affairs before hiring is complete. If certifications, work experience, or other qualifications are to be used to demonstrate the competency of the proposed part-time faculty member, the hiring process may not be completed until all documentation of the part-time faculty member's competence has been completed. Non-academic credentials will be maintained in the department office. It is expected that the departmental office will expedite the obtaining of credentials.

CONDITIONS OF EMPLOYMENT: The contract or equivalent document submitted to the proposed part-time faculty member must include an attachment that describes any departmental conditions for employment. Conditions may include stipulations for scheduled time for conferences with students, requirements for time needed for appropriate orientation, supervision, and evaluation by the department of the part-time faculty, and any special features required by the department for basic instruction.

ORIENTATION: The department chair is responsible for coordinating orientation to the department for part-time faculty, when hired at the university for the first time. Such departmental orientation should include relevant general information about the University as well as statements of the objectives of the department and of the course the part-time faculty member is to teach. The expectations of the department including the necessary parts of an evaluation procedure and other details of supervision should be explicitly discussed. Additionally, any unique features of evaluation of student performance and departmental grading practices should be covered.

SUPERVISION AND EVALUATION: The department chair shall supervise the instruction carried out by part-time faculty in the same way that the chair supervises that of full-time faculty. The chair will maintain regular contacts with part-time faculty and respond to unsolicited student comments on this instruction. Evaluation of the effectiveness of instruction will be conducted in the same way for full-time and part-time faculty members unless a specific written policy in the department provides for a different but equally effective method. No part-time faculty member will be reappointed if the results from his or her evaluation are significantly poorer than those for full-time department faculty members.

APPROVED BY:

VICE PRESIDENT: _____

DATE: 7/12/18

APPROPRIATE INSTITUTIONAL REVIEW: _____

DATE: _____

PRESIDENT: _____

DATE: 7/12/18