

Procedure for Part-Time Faculty Selection

Procedure Title: Part-Time Faculty Selection

Department Responsible: College of Education

Contact Person and Title: Department Head

Procedure: The approval of part-time faculty will be carried out by the appropriate program/content department faculty in the College. They will review the part-time faculty member's credentials for appropriateness and will forward their approval to the Program Coordinator who will in turn forward the material on to the Department Head with a recommendation for approval or non-approval. Approval to teach courses is normally for a **one-year period** of time. Follow-up approvals of all part-times are required, and follow-up approval should include a review of teaching evaluations from prior classes taught.

Part-time faculty who are approved to supervise internship experiences who will not be teaching regularly scheduled university classes may be approved by the appropriate program faculty for up to three years. After completing a three-year cycle, contract part-time faculty may be renewed by a recommendation of the appropriate program faculty through the Program Coordinator to the Department Head. In the reappointment of clinical internship supervisors, a record of their evaluations should also be available to the faculty for their review before a recommendation to renew is forwarded to the Department Head.

Procedures

1. Part-time faculty status provides individuals who have expertise in particular fields with the opportunity to teach courses, to direct field work with students, to assist in research projects of students, to consult on research or instructional projects, and to direct graduate students. Part-time faculty appointments are non-tenure earning, have a term of one year, and convey no right or expectation of continued employment beyond the period specified. No time spent in part-time status may be applied to the removal of a probationary status.
2. Part-time faculty may be compensated for services provided. The amount of compensation will vary according to the service rendered and the rank of appointment. Compensation for services will not exceed the rates approved for regular members of the faculty unless otherwise noted by the Academic Vice President.
3. Criteria for appointment to a part-time rank include substantial professional preparation or experience comparable to the requirements for appointment to a regular faculty position at the assigned part-time rank. Appointments may be made at the rank of Part-time Instructor, Part-time Assistant Professor, Part-time Associate Professor, or Part-time Professor.
4. The recommendation to appoint an individual to part-time status begins at the program level. A vita and a memorandum from the Department Head specifying the type of expected service and the term of service should be forwarded to the Dean. A letter of

appointment will be issued by the Dean, if approved. If appropriate, the Department Head must also submit a request to the Dean for temporary graduate faculty status. This information must be entered into the Online Faculty Hiring System by the Director of Financial Affairs for approval by the Provost.

5. Part-time faculty members are entitled to limited university benefits. Part-time faculty members may use the University Health Service for injuries incurred in the conduct of university responsibilities. Part-time faculty should obtain UA Action Cards which entitles the holder to certain privileges.
6. Program faculty, the program coordinator, and the Department Head must approve all part-time appointments. Part-time faculty appointed to teach College of Education courses must be reappointed annually. Note: Part-time faculty approved to supervise internships and practicums must be reviewed for reappointment every three years.
7. When it is necessary to hire a part-time faculty member to teach, the individual must submit an up-to-date vita and other information that a program may wish to review. Part-time faculty who have taught in the past should submit copies of their teaching evaluations along with their vita.

What Policy is Connected? UA Faculty Handbook, Chapter 2, Section II-H

Scope: College of Education Faculty