

**UAR NUMBER:** 117.01

**TITLE:** Selection, Orientation, and Supervision of Part-Time Faculty Members

**ORIGINATOR:** Executive Vice President for Academic Affairs

**INITIAL ADOPTION:** 09/02/1994

**REVISION DATES:**

**PURPOSE:** To define procedures for the selection, orientation and supervision of part-time faculty.

**PROCEDURAL REFERENCES:**

BOR - PAc-1

**SCOPE (Who is covered by this UAR?):** Part-time faculty

**DESCRIPTION:**

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

**POLICY:** Part-time faculty plan 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. However, it is to be understood that part-time faculty employment, where part-time faculty are used simply to replace one or more full-time faculty is to be discouraged except on an emergency basis.

**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 Vice-President for Academic Affairs 30 days after the first class meeting. 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 which may obtain 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 providing specific

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. [A formal introduction to the department faculty as a whole, and more complete introduction to relevant faculty is recommended when possible.] 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. Adopted on January 8, 1992, by the Deans' Council.

Approved by: Ronald G. Eaglin

Date: 09/02/1994