

USA Part-Time Faculty Policies and Procedures

Effective Date: 8/10

Revised: 2/13

The University recognizes that part-time faculty bring to the classroom and laboratories professional experience, disciplinary expertise, and provide an important enrichment to student learning. The University also recognizes its responsibility to maintain an appropriate balance of part-time and full-time faculty and will carry out this responsibility in a manner that does not jeopardize academic standards as determined by individual departments. Given below are policy and procedures regarding part-time faculty.

1. Part-time faculty appointments are made on a semester basis. Appointment procedures are as follows:
 - A. Search Process National searches are not conducted for part-time faculty. Although search committees are not normally used for part-time faculty, the chair will appropriately consult with departmental faculty in their selection and appointment. Advertisement in a local

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3. Tenure Eligibility: Part-time faculty are not eligible for tenure and thus are non-tenure accruing.

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supplemented with information specific to the department. Departmental orientation should especially focus on matters that apply to the department and to the particular role.

- C. Department chairs are encouraged to appoint a faculty mentor to each new part-time teacher for at least the first semester of employment at the University.
- D. Although not prohibited by policy, the University usually does not fund individual requests for professional development of part-time faculty (e.g., funding for presentations at conferences).

11. Supervision and Evaluation Supervision refers to a means by which teaching performance is monitored and by which individual guidance on meeting teaching responsibilities is received. Evaluation refers to a means by which teaching performance is
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