Policy Announcement

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Policy Title/Reference Information: Academic Appointment and Contract Period for Part-time Faculty Teaching Credit-Bearing Courses

New Policy  □  Policy Change  ❌

Effective Date of Change:  August, 2005 (Fall Semester)
Updated Revision:  Fall Semester, 2011

Date: December 1, 2011

From: Provost K. Subbaswamy

To: Deans, Colleges, Graduate Centers, and Departments with Faculty Members

Purpose/Rationale:
- To ensure that an Academic Appointment Form is completed for any individual hired to teach one or more credit courses
- To create more consistency in the way that part-time faculty data is entered and reported across the University
- To reduce occurrence of multiple re-appointments during the academic year, when part-time faculty work in multiple terms.
- To ensure that the University is in compliance with Southern Association of Colleges and Schools (SACS) teaching credentials guidelines (Comprehensive Standard 3.7.1)

Policy:
- Part-time faculty should be appointed on a fiscal year basis (July 1 through June 30) when it is expected that the individual will teach in some term of the upcoming academic year. The following exceptions apply:
  1. For initial appointments, the appointment period will be the start date through June 30 of the fiscal year. (This is consistent for all initial appointment contracts, including full-time.)
  2. Individuals not re-appointed on July 1 (not expected to teach in up-coming academic year), but needed later in the year, may be re-appointed from the date needed through June 30.
  3. Any other special case that requires dates other than July 1 through June 30.
- Part-time faculty may have gaps of up to three years between re-appointments, before requiring a new initial appointment contract.
- **Part-time faculty academic appointments are required for teaching in summer and winter sessions.**
- The “Assignment Period in Months” on the appointment contract will be “OTHER”. This will ensure a consistent value for all part-time faculty regardless
of appointment and assignment dates. (The 9, 10 and 12 month choices are applicable to full-time faculty only.)

- The Conditions section of the academic appointment contract will contain language indicating that no work is guaranteed for any given term.

**PAPERWORK TO BE SUBMITTED TO PROVOST OFFICE FOR APPROVAL**

Notice of Academic Appointment and Assignment form  
Teaching Credentials Certification form  
Vita  
Transcript  
Offer/Acceptance Letter (if applicable)