

Policy Announcement #4

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 up-coming 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)