

Policy Announcement #4

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

New Policy Policy Change

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

Date: June 30, 2005

From: Scott Smith

To: 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.

Policy:

- Part-time faculty should be appointed on a fiscal year basis (7/1 through 6/30) 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 6/30 of the fiscal year. (This is consistent for all initial appointment contracts, including full-time.)
 2. Individuals not re-appointed on 7/1 (not expected to teach in up-coming academic year), but needed later in the year, may be re-appointed from the date needed through 6/30.
 3. Any other special case that requires dates other than 7/1 through 6/30.
- Part-time faculty may have gaps of up to three years between re-appointments, before requiring a new initial appointment contract.
- 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.

Note: Policies created or changed as a result of SAP implementation should be sent to Phyllis Nash, IRIS Project Director, for review by the IRIS project team prior to campus distribution.

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