

Policies of the UNT Dallas College of Law	Chapter 07 Faculty Affairs
07.203 Faculty Appointments – Part Time	

Policy Statement. The UNT Dallas College of Law may employ part-time faculty as a supplement to its full-time faculty in order to meet its instructional needs. Part-time faculty members bring professional expertise and experience to the classroom that enhances the educational experience of students.

Application of Policy. This policy applies to all part-time faculty.

Definition(s).

Part-time Faculty Member. “Part-time Faculty Member” means a non tenure-track faculty member, who is not a teaching fellow or teaching assistant, who is hired by the College of Law to teach less than the College of Law’s defined full load, and who serves for a contractually specified term of services. Any of the types of term appointments listed in the Full-time Faculty Appointments policy may be held as a part-time term appointment. Faculty members who are appointed to teach one course in a given semester are typically referred to as adjunct faculty.

Procedures and Responsibilities.

1. A copy of the curriculum vitae and a signed written appointment letter must be filed with the Dean’s Office of the College of Law each academic year.
2. Orientation of new part-time faculty members shall be the responsibility of the Dean and Associate Dean for Academic Affairs.
3. Part-time faculty members shall be regularly evaluated according to College of Law guidelines and hired in subsequent semesters only upon satisfactory performance.
4. Part-time faculty members are not entitled to any notification of renewal or non-renewal since they are employed only for the semester.
5. Part-time faculty members should be familiar with applicable personnel policies and procedures, instructional policies and procedures, and general information about the College of Law.
6. The College of Law shall maintain a file with the academic credentials of each part-time faculty member who is employed by the College of Law. This file shall contain a complete curriculum vita, official transcripts from the institution awarding the two

highest degrees held by the individual, and a written and signed appointment form. These documents should be obtained prior to the first day of class.

7. Part-time faculty members are subject to a criminal history background check. Successful passing of the background check is a requirement for employment at the College of Law. In addition, part-time faculty members must be able to document that they are eligible to work in the U.S. under the laws of the Immigration and Naturalization Service.

Compensation

Compensation for adjunct teaching: When a part-time faculty member is hired as an adjunct faculty member to teach a course, the compensation generally will be within the range of \$2,500 to \$5,000 per three SCH course. Compensation may vary by area, need, experience, and the educational level of the proposed adjunct faculty member. Any variation must be recommended by the Associate Dean for Academic Affairs and approved by the Dean prior to appointment.

References and Cross-references.

UNT System Board of Regents Rules 06.300

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Revised: