

The University of North Texas at Dallas Policy Manual	Chapter 6.000
6.003 Faculty Appointments – Part Time	Faculty Affairs

Policy Statement. To meet its instructional needs, the University may employ part-time faculty as a supplement to its full-time faculty. 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. A “Part-time Faculty Member” is hired on a semester-by-semester basis to teach specific courses for a fixed sum per course. These faculty are not full-time, not tenured or tenure-track faculty, and not teaching fellows or teaching assistants. Part-time faculty are typically referred to as adjunct faculty.

Procedures and Responsibilities.

1. Part-time faculty members teaching baccalaureate degree courses must possess the minimum educational credentials of a master’s degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). Exceptions may be made for individuals with significant professional experience in the field consistent with the discipline. Criteria for part-time faculty teaching graduate level courses are identical to full-time faculty and are listed in UNTD Policy 6.004.
2. A copy of the curriculum vitae and a signed written appointment form must be filed with the Dean’s Office of the appropriate division each academic year.
3. Orientation of new part-time faculty members shall be the responsibility of the deans working with the Provost.
4. Part-time faculty members shall be regularly evaluated according to University guidelines and only hired in subsequent semesters upon satisfactory performance.
5. They are not entitled to any notification of renewal or non-renewal since they are employed only for the semester.
6. Part-time faculty members should be familiar with the personnel policies and procedures, instructional policies and procedures, division and university governance, and general information about the University.

7. Each division shall maintain a file with the academic credentials of each part-time faculty member who is employed by the division. 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.
8. 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 university. 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 Faculty: When considered necessary to hire adjunct faculty to teach courses, the compensation generally will be within the range of \$2,500 to \$5,000 per three SCH course. Compensation may vary by college, discipline, need, experience and the educational level of the proposed adjunct faculty member. Any variation must be recommended by the chair and dean and approved by the provost prior to appointment.

References and Cross-references.

Regents Rules 06.300

UNTD Policy 6.004, Graduate Faculty Membership

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