

SUBJECT: PART-TIME FACULTY

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PURPOSE: To define policies governing part-time faculty

### GENERAL POLICY

#### I. DEFINITION

A part-time faculty member is one who is appointed for less than full-time service and receives a proportionately reduced stipend. Part-time faculty are members of the academic staff but not members of the Faculty Council. As a class, however, part-time members of the academic staff having the rank of Lecturer I or higher may be enfranchised to the degree deemed appropriate by the departmental faculty.

#### II. SELECTION

Selection of part-time faculty is accomplished primarily through the academic department. When making a part-time appointment, the department should present the candidate for review by the faculty if time permits. Once the department chair and/or faculty have made their determination, the department chair forwards his/her recommendation to the dean, who reviews and adds his/her recommendation of the candidate before forwarding the recommendation to the Provost and Vice Chancellor for Academic and Student Affairs.

#### III. ACADEMIC/PROFESSIONAL PREPARATION

Part-time faculty members teaching credit courses must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such exceptions must be justified on an individual basis by the institution.

Part-time faculty members who teach developmental courses must have a bachelor's degree in a discipline related to their teaching assignment and either classroom experience in a discipline related to their teaching assignment or graduate training in remedial education.

All part-time faculty must have official transcripts of all college work sent to Human Resource Management within 30 days of their employment.

IV. PROFICIENCY IN WRITTEN AND ORAL COMMUNICATION

All part-time faculty must be proficient in written and oral communication in the language in which the course(s) is being taught. This proficiency must be documented as described in Policy Statement 232.

V. RANK

Part-time faculty (*other than retired LSUA faculty members*) are generally hired at the rank of Lecturer I or II based on their level of academic preparation .

<b>Degree</b>	<b>Rank</b>
Master's (non-terminal) or below	Lecturer I
Terminal <sup>1</sup> or Master's with 10 or more years of service	Lecturer II
Terminal with 10 or more years of service	Lecturer III

A part-time faculty member who has retired from LSUA with ten (10) or more years of service at LSUA will be given an appointment at the rank held upon retirement regardless of degree.

VI. SALARY

Policy Statement 211 establishes a salary scale for part-time faculty members.

VII. ORIENTATION AND CHECKOUT

All part-time faculty members will receive orientation to department and university procedures prior to their first class by their department chair. The department chair will make certain that the faculty member receives keys, a place to conduct office hours, and other necessities. When a part-time faculty member's employment with LSUA is terminated, he/she must return all keys and other LSUA property, turn in the course grades

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<sup>1</sup>For the purpose of adjunct pay determination the following degrees would be considered terminal: EdD, PhD, MD, PharmD, JD, DDS, VMD, MFA, MLS, MSW.

for the semester, and give all class records and unreturned student materials (e.g., exams and papers) to the department chair.

VIII. EVALUATION

Each department must develop procedures for the annual evaluation of its part-time faculty. These procedures must include a review of student evaluations of instruction.

IX. OFFICE HOURS

Part-time faculty are required to keep office hours as described in Policy Statement 231.

X. PROFESSIONAL ETHICS

The expected standards of professional behavior for a part-time faculty member are the same as those for full-time faculty and are described in Policy Statement 213.

XI. ACADEMIC FREEDOM

LSUA is committed to the principle of academic freedom, which acknowledges the rights of teachers to explore fully within the fields of their assignments and to give in the classroom and elsewhere such exposition of their subjects as they believe to represent truth. This principle also includes the right of a member of the academic staff to exercise in speaking, writing, and action outside the university the ordinary rights of an American citizen, but it does not decrease the responsibility which the faculty member bears to the university, the state, and the nation. Among the many implicit responsibilities of academic freedom is that of refraining from insistence that students or others accept any controversial point of view as authoritative. Academic freedom does not extend to any kind of abuse or infringement of the rights of others.

XII. FACULTY GRIEVANCE

Any part-time faculty member who believes he/she has cause for grievance because of unfair treatment may petition the LSUA Faculty Senate. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any facts or other data that the petitioner deems pertinent to the case. The Faculty Senate shall decide if an investigation is appropriate and shall conduct such an investigation if it is deemed appropriate. The Faculty Senate will make a decision on the grievance petition and communicate that decision to the petitioner and all other directly-affected persons.