

## *Part-Time Faculty Recruiting, Appointment, Contract and Compensation Principles & Guidelines*

The Provost Office agrees with the fundamental principle articulated in the Academic Senate resolution on Part-Time Faculty:

*Part-Time Faculty are an important and valued part of the university community. They contribute specialized expertise that would not otherwise be available, thereby extending the depth and flexibility of the curriculum. The decision to rely on a Part-Time appointment to fill a particular function must rest on a sound academic ground, and cost-savings, standing alone, is not a sufficient reason to fill a particular post on a Part-Time Faculty rather than a full-time basis.*

Here we articulate principles to help guide the implementation of the resolution with respect to recruiting, appointment, and compensation practices. These are general principles applicable across the university; the specific policies of each school should be specified in the school's faculty guidelines.

### Recruiting and Hiring

All faculty positions must be posted, open, competitive searches consistent with university policy and statutory regulations.

While it is necessary from time to time to meet academic needs through initial hiring decisions made by a single individual, deans and department chairs should be mindful of the "consulting one step up" principle. A school that continues to hire the same part-time faculty member for more than two semesters should use a faculty committee to assess the individual's qualifications to ensure that the most qualified individuals are selected.

### Profiles

Profiles for part-time RTPC faculty should be based on full-time RTPC faculty profiles with equivalent effort for comparable work assignments. For example, time and effort expectations for teaching by a part-time faculty member shall be the equivalent to those for full-time RTPC faculty for comparable assignments.

Examples of common allocation of effort for part-time instructional faculty are 100% teaching or 90% teaching/10% service. All expected types of work should be clearly specified in the contract and be appropriately compensated.

### Faculty Contracts

Faculty contracts are the university's employment commitment to faculty. Faculty contracts are issued to all faculty, full-time and part-time, in all ranks and on all tracks.

Annual and multi-year contracts for faculty are preferred, but contract periods vary based on the needs of the school. Continuing RTPC faculty (part-time and full-time) may be issued multi-year contracts in increments of three to five years or longer, depending on school guidelines. Annual contract periods range from eight months to one year, while short term contracts may be issued in half month increments from one-half month to eight months. When annual or multi-year contracts are not appropriate or do not fit the academic need, adjunct, full time and part time instructional faculty may be given short term contracts such as the popular semester contract (4.5 months from August 16 through December 31 or January 1 through May 15).

Each faculty contract articulates the faculty member's title, rank, length of contract period, benefits eligibility, expected time commitment (full time or part time), and compensation to be paid during the contract period (expressed as annual core pay or at an hourly rate depending on total compensation amount). Specifics within faculty contracts may be tailored to suit individual faculty profiles and activity expectations according to established school guidelines and university policies.

### Compensation

Each school should establish guidelines for part-time faculty consistent with the principle of person-based compensation. All part-time faculty should be reviewed periodically for performance and regular merit increases should be given following an established process as outlined in school RTPC guidelines.

Schools may use different performance review and salary setting processes for different types of part-time faculty (e.g., true adjuncts, part-time instructors, online instructors). The different types of faculty used in each school and the associated merit-review processes should be described in the school's faculty guidelines and clearly communicated to the faculty.

? (The Provost Office will review part-time faculty compensation three times a year within each contract period. [Details on this process are outlined in a separate document, Provost Oversight of Part-Time Faculty Salaries.])

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### Annual Reporting

? (Each dean should submit an annual report to the Vice Provost for Academic and Faculty Affairs summarizing the school's implementation of part-time faculty processes and detailing the part-time faculty composition by department, including adjuncts. Details of what should be included in this report will be made available well in advance of the report due date.)

\* likely to request late fall early spring

## Provost Oversight of Part-Time Faculty Salaries

The Provost approves all faculty salaries. For full-time faculty and all those on multi-year annual contracts, the review process occurs annually in the spring semester within the established salary review processes as outlined in the Salary Memo.

Most part-time faculty are on semester contracts and may be employed in either the fall, spring or summer semesters. To accommodate this structure, part-time faculty salaries will be reviewed three times each year, within every contractual period, in the process detailed below.

- Step 1: Academic units enter faculty contracts in FSMS.
- Step 2: Following week three of each semester (or other designated times depending on the school or program schedule),
- a) VPAFA will pull "Contract over Contract" reports by school to identify changes in compensation from the most recent contract to the current contract; outliers will be identified and clarification requested of school faculty affairs offices.
  - b) VPAFA will verify that faculty contract (FSMS) comp plans and rates are properly reflected in Workday comp plans and rates by individual. Exceptions and omissions will be noted and reported to schools for correction.
- Step 3: Periodic reports will be pulled at the end of contract periods (semester or annual) to verify completeness and accuracy of compensation in Workday to assure that pay was consistent with compensation type and amounts authorized in the faculty contract (FSMS).
- Step 4: Annually, each dean will report part-time faculty activity and populations to VPAFA, including retrospective analysis and prospective plan for the coming year.

NOTE: Schools participating in the electronic transfer (EIB process) will follow the process below to transfer faculty contract and compensation data from FSMS to Workday:

- Step 1: After school entry of faculty contracts in FSMS, VPAFA will prepare the "Proposed Compensation" report for each school to review for accuracy and completeness; schools add cost allocation account in preparation for loading of proposed compensation to Workday

- Step 2: Schools review Proposed Compensation report, add cost allocations, and return approved report to VPAFA for transmittal to Workday HRIS.
- Step 3: VPAFA transmits school-approved Proposed Compensation reports to Workday HRIS for electronic load to Workday sandbox.
- Step 4: HRIS returns error reports which are shared with schools to identify entries which will require manual intervention in Workday for accuracy.
- Step 5: Workday HRIS electronically loads Proposed Compensation report to Workday, populating individual comp plans, rates and costing allocations for all part time faculty in report. In turn, non-exempt part time faculty work assignments automatically populate in Workday timekeeping for entry of hours worked by non-exempt faculty.
- Step 6: Schools pull Workday faculty data validation report to verify that faculty compensation plans, rates and costing allocations are in place for work before work begins; similarly, schools verify that Workday timekeeping is ready for faculty to enter hours worked.