

Guidelines for Deans and Chairs Regarding the Employment of Part-Time Faculty

The following document provides an overview of best practices pertaining to the hiring and ongoing support for part-time faculty. One of the most beneficial acts a department can offer to part-time faculty is to make all part-time faculty aware of the Part-Time Faculty Handbook which can be accessed at: <https://louisville.edu/provost/faculty-personnel/part-time-faculty-handbook/part-time-faculty-handbook/>

Additional information regarding part-time faculty trends and best practices in supporting part-time faculty may be found at the end of this document.

Section I:

- 1) **Hiring:** Part-time faculty positions must be advertised following HR policies. University hiring resources may be found here: <https://louisville.edu/hr/employment/managers>
Hiring procedures within the College of Arts & Sciences are found here: <http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/PTL-Hiring-Process-FINAL.pdf>
Additional information regarding the hiring of part time faculty can be found here: <https://louisville.edu/provost/faculty-personnel/part-timer-lecturers>
- 2) **Retention:** Current part-time faculty who demonstrate proficiency in teaching should be retained when enrollments warrant such action. After teaching for one year, consideration should be given to offering year-long contracts to continuing part-time faculty. When scheduling courses taught by part-time faculty, preference should be given to those part-time faculty who have demonstrated excellence in teaching and have the longer term of service to the university.
- 3) **Orientation:** Part-time faculty will succeed with appropriate understanding of both university and department policies and expectations. Supervisors, or in some cases, course coordinators, are encouraged to provide an opportunity for orientation to departmental/course expectations and procedures.
- 4) **Scheduling of Courses:** To assist part-time faculty in planning their schedules and meeting their financial needs, departments should make every effort to inform at the earliest possible opportunity the course schedules for the next semester and which part-time faculty will be needed. Departments should keep part-time faculty informed when a course may be dropped due to low enrollment.
- 5) **Support for Teaching:** University of Louisville policy states that departments must ensure that part-time faculty have office space and access to any learning management systems (Blackboard); email, and any other resources required for their ongoing work in the department.

- 6) Work for the University Outside of Teaching: Part-time faculty should not be expected or required to perform duties outside of those contracted. Additional compensation should be paid if additional duties beyond those articulated in the Contract of Employment are expected.
- 7) Annual Review: Per Redbook policy, all part-time faculty must undergo an annual review. Part-time faculty should be evaluated using the same criteria used to evaluate the teaching proficiency of full-time faculty. Student evaluations should not be the only measure of proficiency in teaching. Red Book policy on annual review found here: <https://louisville.edu/provost/redbook/contents.html/chap4.html#4a2s1>
- 8) Appeal of Contract: In cases where a part-time faculty feels they have been terminated before the contract expiration date (as stated in the Contract of Employment), the part-time contract indicates that “the Lecturer may appeal contract terminations or take complaints regarding unfair conditions to the department chairperson for review.” We affirm this policy and also recognize that part-time faculty have little to no security when appealing to persons who made the original decision and therefore also believe that part-time faculty should be informed, through the various orientations offered, of additional options they have regarding disputes with chairs, unit administrators, deans, and the university ombuds. Additional information regarding the Ombuds Office may be found here: <http://louisville.edu/ombuds/ombuds/>
- 9) Professional Development: As part time faculty are vital resources for the university, they should be made aware of, and encouraged to take advantage of the opportunities for professional development offered through the university, most notably via the [Delphi Center for Teaching and Learning](#).
- 10) Rank for Part-Time Faculty: Some colleges within the university make provision for promotion through various ranks for part-time faculty. If this is the case in your college, part-time faculty should be made aware of the opportunity and be supported in seeking promotion.
- 11) Recognition of Work: Surveys show that recognition for both their work and their efforts to improve their teaching is important to part-time faculty and is a low-cost way of promoting job satisfaction. We encourage departments to find ways to recognize the achievements of part-time faculty.
- 12) Involvement in Shared Governance: The university provides for six part-time faculty representatives who are elected and who serve as faculty senators in the Faculty Senate. Departments should inform part-time faculty that they have representation and how they may contact their senator. Part-time faculty should also be invited to participate in department meetings. Information on the Faculty Senate may be found here: <https://louisville.edu/facultysenate>

13) Leave of Absence: As of March 2018, the university has changed the way in which part-time faculty who do not teach every semester are kept active in university systems. If a part-time faculty member does not teach every semester but the department expects to employ them in the immediate future, the department should place such faculty on “leave of absence” - a status which can last for up to 13 months. This permits part-time faculty to remain in university systems and will eliminate the need to undergo a hiring process for courses they teach regularly but not every semester. Information for job posting requirements can be found here: <http://louisville.edu/hr/itemsofinterest/federal-job-posting-requirement-faqs>

Additional Resources: The following organizations track trends in part-time faculty employment and outline the best ways to support part-time faculty.

The American Association of University Professors at:

<https://www.aaup.org/issues/contingency/background-facts>

<https://www.aaup.org/i-need-help/workplace-issues>

The Delphi Project based at the Pulliam Center at the University of Southern California is one of the leading research centers focused on contingent faculty and offers a variety of resources to assist administrators. A good place to begin is with their paper, “Dispelling the Myths: Locating the Resources Needed to Support Non-Tenure-Track Faculty”

<https://pullias.usc.edu/delphi/resources/#find>

The Modern Language Association (MLA) has numerous statements and reports on part-time faculty. The following link is to their “Statement on Non-Tenure-Track Faculty Members” which including recommendations similar to those listed above.

<https://www.mla.org/Resources/Research/Surveys-Reports-and-Other-Documents/Staffing-Salaries-and-Other-Professional-Issues/Statement-on-Non-Tenure-Track-Faculty-Members>

The Coalition on the Academic Workforce issue brief:

http://www.academicworkforce.org/CAW_Issue_Brief_Feb_2010.pdf

“Working With Adjunct Faculty Members” by Terri A. Tarr in *A Guide to Faculty Development*, second edition, Jossey-Bass, 2010. Sponsored by the Professional and Organizational Development (POD) Network, this chapter outlines ways institutions can support part-time faculty through professional development.

The following reports provide data on part-time faculty trends and working conditions:

The Just-In-Time Professor (a 2014 report of the Congressional House Committee on Education and the Workforce)

<https://edlabor.house.gov/imo/media/doc/1.24.14-AdjunctEforumReport.pdf>

The Coalition on the Academic Workforce

http://www.academicworkforce.org/CAW_portrait_2012.pdf