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| Part-Time Faculty Appointment Guidelines |
| Faculty Administrative Services374/376 Admin Bldg.facultyservices@memphis.edu |



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**GUIDELINES FOR PART-TIME FACULTY EMPLOYMENT: OVERVIEW**

Part-time Faculty members play a very valuable role within the academic community by augmenting the teaching efforts of the full-time faculty. Part-time faculty are defined as those faculty members who fulfill all of the Southern Association of Colleges and Schools’ (SACS) requirements to teach, or have unique skills and abilities that enrich student experiences. Part-time faculty are paid for their services. Part-time faculty are allowed to teach two (2) for-credit classes to a maximum of eight (8) credit hours per semester.

# 1.0 HIRING CRITERIA:

## **1.1 Academic Credentials:**

SACS, the University’s accrediting body, requires that“Faculty teaching baccalaureate **(undergraduate)** degree courses: must have a doctoral or a master’s degree in the teaching discipline or a master’s degree with a concentration in the teaching discipline - minimum of 18 graduate semester hours in the teaching discipline”.

Exceptions to these criteria can be requested when potential faculty members have special skills that will materially contribute to the students’ educational experiences.

## **1.2 Un-Official Transcript:**

An unofficial transcript of the appointee’s highest degree must accompany the hiring packet. If the transcript is from the University of Memphis, FAS will accept a transcript printed directly from our system or a transcript “For Administrative Purposes only” from the Registrar’s office.

## **1.3 Official Transcript:**

The University of Memphis must receive an official transcript for all part-time faculty in a sealed envelope by the end of the first (1st) teaching semester. If an official transcript is not received, no future teaching appointments will be offered.

## **1.4 Letters of Recommendation, Curriculum Vitae/Resume:**

Two signed letters of recommendation and a current vitae/resume must also accompany the hiring packet. If the recommender requests to send an email, it should come directly from the recommender’s email system as an attachment to the department and not be forwarded from the appointee.

# 2.0 EXCEPTIONS:

Approved exception forms are maintained in Banner on form PPASKIL, which you will use to verify if an instructor has an exception form on file. Exceptions for academic credentials may be used from semester to semester as long as the exception on file is specific to the course that was previously approved. If the course is different, a new request will be necessary. An exception should be requested if any of the following conditions apply for the instructor to teach the course.

## **2.1 Number of Courses Taught Per Semester:**

When hiring a part-time instructor, determine whether the appointee has agreed to teach in any other unit of the University to ensure that they do not exceed the two (2) course maximum.

* Part-time instructors are allowed to teach up to six (6) credit hours per semester**,** additional hours require approval.

Note:  Appointee may have only **ONE** exception approved during an academic year which consists of Fall, Spring, and Summer; and consecutive semester requests for more than six (6) credit hours will NOT be considered.  Example:  Summer of one academic year and then Fall of the next academic year would not be allowed.  Exceptions to the number of courses taught are limited to no more than eleven (11) credit hours in a semester.

## **2.2 Academic Credentials and Graduate Faculty Status:**

If the appointee does not have a doctoral or a master’s degree in the teaching discipline or a master’s degree with a concentration in the teaching discipline – with a minimum of 18 graduate semester hours in the teaching discipline, an approved exception form is required.

Faculty teaching **graduate** and post-baccalaureate course work must receive Graduate Faculty Status by the end of the first (1st) teaching semester**.** Departments can confirm an appointee has GFS by checking the [Graduate Faculty Members](http://www.memphis.edu/gradschool/graduate_faculty/gradfaculty.php) webpage. Scroll down and select a department and review the approved members list. If the appointee does not have GFS, have them complete the application form located on the same webpage as above.

## **2.3 Rates of Pay:**

The pay rates for part-time instruction per credit hour are as follows:

* Level I = $500
* Level II = $550
* Level III = $620
* Level IV =$675

Exceptions must be approved for payments that exceed the level pay rate. Once approved, the exception may be used from semester to semester until a different rate of pay is requested.

## **2.4 Approval Routing:**

Required signatures include:

* Chair
* Dean
* Vice Provost Undergraduate Programs (course level 4000 and below)
or Vice Provost Graduate Programs (course level 6000 and above)

**Note: Only the college/school Dean is authorized to sign exceptions and exception forms must be routed from the Dean’s office.** Approved exceptions will be routed to FAS office and unapproved exceptions will be returned to the Dean’s office.

# 3.0 PAY DATES & DEADLINES:

An appointment form is required for each session to be taught (Full, 1st, 2nd). Payments will be made as follows. Missed deadlines will delay the processing of the contract and therefore delay payments.

Deadlines:

* Fall - August 1st
* Spring - December 1st
* Summer – 5th working day for May, June, July and August

## **3.1 Fall Semester:**

* Appointment forms are due August 1st in FAS office
* Full session paid at the end of September, October and November
* 1st session paid at the end of September and October
* 2nd session paid at the end of October and November

## **3.2 Spring Semester:**

* Appointment forms are due December 14th
* Full session paid at the end of February, March and April
* 1st session paid at the end of February
* 2nd session paid at the end of March and April

## **3.3. Summer Semester:**

Dates will be available on the [Faculty Administrative Services](http://www.memphis.edu/adminres/pt_inst.php) webpage mid-April

# 4.0 INITIAL APPOINTMENT PACKET:

**Before the hiring packet is forwarded for signatures the following documents are required in this order:**

* [Appointment Form](http://www.memphis.edu/adminres/pdfs/appointment_part_time.pdf)
* Exception Memo (if required)
* [Data Form](http://www.memphis.edu/adminres/pdfs/part-time-dataform.pdf) for Part-Time Faculty – verify required fields are filled in
* \***Unofficia**l transcript - No longer must you hold forms awaiting an Official transcript
	+ This will ensure employees are entered into Banner in a timely manner for payment
	+ Registrar’s office will be able to load the faculty to the course for student record access
* \*Resume/curriculum vitae
* \*Two letters of recommendations
* Employee Direct Deposit Form
* W4 form for tax purposes

I9 – authorization to work in US is required for employment. All employees must file a properly completed Form I9. Employees have three days form from date of employment to complete the form. Employee’s job record cannot be loaded in Banner until the form is in Human Resources Record Office, 901-678-3658, 178 Admin Bldg. for assistance

\*If documents reside in workForum, there is no need to print; departments have access to those documents

**Note:** **Form I-9, W-4 and Direct Deposit Form**. All employees must file a properly completed Form I9, W4 and Direct Deposit request form withthe Department of Human Resources prior to the first day of classes. Employees should be directed to the Department of Human Resources Records Office, 178 Admin Bldg. for assistance in completing these documents.

# 5.0 REAPPOINTMENT:

Reappointments – A[ppointment](http://academics.memphis.edu/provost/provost_forms/ptreapptform1.pdf) form must be submitted for part-time faculty rehires. One form is required **for each session** (Full, 1st, 2nd). If the individual has earned an additional degree since they were first hired, an official transcript documenting the additional degree that has been awarded should be submitted to Faculty Administration Services Office.

# 6.0 TERMINATIONS / CANCELLATIONS:

[Termination/Cancellation form](http://www.memphis.edu/facres/pdfs/pt_termination.pdf) is used whenever a class is cancelled or the part-time faculty leaves the university before completion of the semester. Fill out the Termination/Cancellation form, fax or deliver to the following departments immediately to avoid overpayment:

* Human Resource – Records Department, 178 Admin Bldg. Fax: 1364
* Faculty Administrative Services, 374 Admin Bldg. Fax: 5127

# 7.0 DUAL SERVICE APPOINTMENTS FOR INSTRUCTIONAL PURPOSES:

If the University is hiring a part-time faculty who is employed as a ‘benefit eligible’ employee at one of the following, then contact [University Procurement office](http://bf.memphis.edu/procurement/index.php).

* State of Tennessee Agency
* TBR S*tate Institution*
* University of Tennessee
* Review [Policies and Procedures UM1490](http://policies.memphis.edu/UM1490.htm) Extra Compensation and Outside Employment for Dual Services
* The instructor must meet the same SACS academic criteria
* A dual services contract between their institution and the University of Memphis must be arranged in advance
* Compensation will be processed through the primary employer
* University of Tennessee system employees may be exempt under some circumstances
* Department must send an approved copy of any agreement made with the part-time faculty from another agency/institution to teach at the University of Memphis to Faculty Administrative Services

# 8.0 POST-RETIREMENT APPOINTMENTS:

If the University is hiring a retired tenured faculty member as a part-time instructor, contact [Human Resource Benefit](http://bf.memphis.edu/hr/benefits/) Office.

* [Post-Retirement Service Program for Tenured Faculty](http://bf.memphis.edu/hr/forms/PSTRTCON.pdf) guideline

# 9.0 EXTRA COMPENSATION FOR INSTRUCTIONAL PURPOSES:

If the part-time instructor is a “benefit eligible” employee of the University of Memphis, review [Policies and Procedures UM1490](http://policies.memphis.edu/UM1490.htm) Extra Compensation and Outside Employment for Extra Compensation.

* [Extra Compensation Form](http://www.memphis.edu/adminres/pdfs/extra_comp.pdf) for Instructional purposes

# Appendix A: Web links

Web page links:

Faculty Administrative Services

<http://www.memphis.edu/adminres/pt_inst.php>

Graduate Faculty Members

<http://www.memphis.edu/gradschool/graduate_faculty/gradfaculty.php>

Appointment Form for Part-time Faculty

<http://www.memphis.edu/adminres/pdfs/appointment_part_time.pdf>

Data Form for New Part-time Faculty

<http://www.memphis.edu/adminres/pdfs/part-time-dataform.pdf>

Termination / Cancellation form Part-Time Faculty

http://www.memphis.edu/facres/pdfs/pt\_termination.pdf

Dual Services and Extra Compensation Policy and Procedures UM1490

Procurement Office: <http://bf.memphis.edu/procurement/index.php>

Policy: <http://policies.memphis.edu/UM1490.htm>

Extra Compensation for Instructional Purposes

Form: <http://www.memphis.edu/adminres/pdfs/extra_comp.pdf>

Policy: <http://policies.memphis.edu/UM1490.htm>

Post Retirement Appointment form

Guidelines: <http://bf.memphis.edu/hr/forms/PSTRTCON.pdf>