



# EMORY COLLEGE OF ARTS AND SCIENCES

## **POLICIES GOVERNING TEMPORARY AND PART-TIME FACULTY**

Faculty under discussion here include non-tenure track and non-lecture track professors (any rank) and instructors on semester, single-year, or limited appointment; teaching affiliates; postdoctoral teaching fellows; artists and scholars in residence; and all teaching appointees whose primary Emory titles are modified by the words “Visiting” or “Adjunct” or “Part-time.”

The ECAS Office of Faculty issues the official letter that conveys each appointment’s rank, length, and compensation. Departments are responsible for establishing with appointees the nature and number of courses to be taught and for communicating scheduling and other administrative information.

### **Recruitment**

After budgetary permission is received, departments recruit temporary faculty through a variety of means that may include a national search. Documents in the file of an appointee will include, at a minimum, a letter of application, a CV, and an official transcript from the university that granted the person’s highest degree.

### **Rank and Length of Appointment**

Most temporary faculty who are not graduate students are hired at the rank of Adjunct Instructor or Postdoctoral Fellow. If the person holds a tenure-track appointment at another school, he or she may retain that rank while teaching at Emory. The person’s title will be modified by the term “Visiting.”

Normally a person may not hold a full-time temporary appointment longer than two years. In rare cases an appointment may be extended to three years. There is one exception: a visiting assistant professor may also be a recent Ph.D. graduate of Emory who is hired to teach for one year following receipt of the Ph.D.

### **Compensation Guidelines**

- Teaching Assistants – graduate students assisting the teacher of record - \$2,000
- Graduate Students (teacher of record): \$3,500 per course
- Recent Ph.D. Graduates/Postdocs: \$4,500 per course
- Background Equivalent to Assistant Professor: \$5,000 per course
- Background Equivalent to Associate Professor: \$5,500 per course
- Background Equivalent to Professor: \$6,000 per course

## **Degree Requirements**

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), our accrediting agency, requires that any full-time or part-time faculty member teaching credit courses leading toward a baccalaureate degree, other than physical education activities courses, must have at least a master's degree in the subject taught or in a related field, or a bachelor's degree plus 18 hours of graduate work in the subject. Those teaching graduate courses must hold the terminal degree in the subject, normally an earned doctorate.

The rules allow hiring people who lack these credentials if they have “exceptional qualifications.” It is a department's responsibility to know for a fact the credentials of any appointee, and to furnish the considered statement explaining and justifying the exceptionality of anyone who does not meet the stated SACSCOC requirement to the Office of Faculty via the email [Dean\\_of\\_Faculty@emory.edu](mailto:Dean_of_Faculty@emory.edu).

SACSCOC requires that we have “proof of highest degree” on file for every faculty member. Before beginning the appointment, each new hire must have an official transcript that indicates that the degree was awarded sent directly to Emory from the institution that granted the highest degree. This applies to anyone teaching in the College: full-time, part-time, temporary, teaching-track, and tenure-track (junior and senior candidates).

## **Employment Eligibility**

All employees must demonstrate legal authorization permitting them to work in the U.S. Departments work with International Student and Scholar Services to obtain employment authorization (<http://www.emory.edu/iss/>) for those who are not U.S. citizens.

## **Appointment Details**

- Fall Semester appointments typically begin August 1 and end December 31, with salary paid in five monthly installments.
- Spring Semester appointments begin January 1 and end May 31, with salary paid in five monthly installments.
- Academic Year appointments typically begin August 1 and end May 31, with salary paid in ten monthly installments. Upon request, an academic year appointment may begin August 1 and can be requested to extend through August 31. The compensation total does not change, only the number of distribution payments depending upon the period of time requested.
- Those who are hired full-time for at least six consecutive months are eligible for certain benefits, including health insurance. See <https://www.hr.emory.edu/eu/benefits/index.html> for details.
- Temporary faculty members are not usually eligible for research and travel funds.
- Temporary faculty members are not usually eligible for relocation funds.

## **Faculty Orientation**

The department chair or a chair's designee will conduct an orientation session in which all new temporary and part-time faculty must participate. The session should include a walking tour of department facilities, description of conventions and safety requirements of the facilities, and introduction to office staff and other appropriate people.

Guidelines and policies should be distributed including:

- A copy of this policy statement.
- A department directory or equivalent roster.
- Information on availability of clerical services; department policies regarding mail, telephone usage, computer, and internet access; and how supplemental course materials are to be reproduced and purchased.
- Information on facilities and services provided faculty at Emory including parking, ID card, library services, course book ordering, audiovisual aids and equipment availability, and gym use.
- An explanation of department course sequences and prerequisites, and how instructors may determine that students in their classes have satisfied appropriate prerequisites.
- Information about class meeting times and department policies on attendance.
- A description of the College's registration system, how faculty will receive class rosters, and procedures for permitting a student to overload into or withdraw from a course.
- A blank Emory College of Arts and Sciences Course and Instructor Evaluation form and sample summary sheet showing how a representative course/instructor is scored. Every person who teaches a College course is required to have each class do a set of these evaluations at the end of each semester.
- A copy of the Honor Code of Emory College of Arts and Sciences and an explanation of policies on academic honesty specific to the department.

### **Faculty Responsibilities to Students**

Faculty are expected to meet all classes to which they are assigned. If an instructor cannot attend class because of illness, family emergency, or professional obligation, the instructor must inform the chair or chair's designee as soon as possible (within 48 hours) and describe how the work will be made up. In last-minute emergencies faculty must contact the department office and ask the staff to inform the students that the class has been canceled.

Instructors must clearly communicate their grading policies to their classes. If there is a department-wide standard, it should be clearly communicated to every instructor.

Faculty are required to provide their course syllabi to the department for posting in the Course Atlas (schedule of classes) prior to the start of the semester. The syllabi are accessible only to members of the Emory community who login into the Course Atlas with their university credentials. The Office for Undergraduate Education will communicate the deadline for posting syllabi to departments each semester.

Final examinations must be given at the time established in the official examination schedule; exams are not permitted during the final week of classes ([ECAS Final Exam Policy](#)). Unreturned graded exam papers must be retained by the instructor (or filed in the department office) for current year plus three years. New temporary and part-time faculty should receive written information on any other testing or exam policies specific to the department. Final grades for the course must be submitted by the College's deadlines; note that there are earlier deadlines for graduating seniors each semester.

Every College instructor is expected to hold office hours. Instructors should announce office hours at the beginning of a semester and keep them throughout the term. Unless the department's standard is different, faculty should make themselves available to students at least two hours per week. Office hours should be

published in the course syllabus, posted on the instructor's office door, and filed with the department office.

The Office for Undergraduate Education Faculty Resources page: <https://college.emory.edu/oue/faculty-resources/index.html> includes helpful information such as calendars of important dates, policies about final exams and teaching assistants, and the process for offering exams to students with accommodations from the Department of Accessibility Services.

The Office for Undergraduate Education provides a workshop for temporary faculty at the start of each semester. Ask your Department Chair for the date if you do not receive an invitation to attend by the start of your appointment.

### **Faculty Supervision and Evaluation**

Departments will designate individuals responsible for supervising and evaluating part-time and temporary instructors. Departments will also set procedures establishing, for example, what kinds of evaluation instruments may be used beyond the standard College form, any provisions for observation by the supervisor, and what documents the instructor may be called on to provide to facilitate evaluation.

For faculty participating in a team-taught course or multi-section course where requirements are identical, the department will ensure that any new instructor is fully introduced to how the course is administered and fits together conceptually, and to appropriate division of duties among faculty.

### **A Note to Faculty Regarding the Honor System**

The Honor Code of Emory College governs integrity in all academic assignments and matters, while providing a platform for allegations to be considered fairly. Both students and faculty participate in the College Honor Council, which investigates and adjudicates all allegations of academic misconduct. As a professor, lecturer, or instructor at Emory College, you are required to abide by the [Emory College Honor Code](#): On your syllabus, you should summarize the main principles of the code and explain how it will operate in the context of your course [see suggested wording below]. Faculty may not penalize a student's grade for a violation without following the Honor Code process.

If you suspect that a student has cheated during an exam, plagiarized on a writing assignment, or in some other way violated the code, please contact Dr. Jason Ciejka, Associate Dean in the Office for Undergraduate Education (404-727-0674 or [jciejka@emory.edu](mailto:jciejka@emory.edu)) or Ms. Blaire Wilson, Senior Associate Director of the Honor Council ([blaire.wilson@emory.edu](mailto:blaire.wilson@emory.edu) or 404-727-8928).

They will advise you and, if appropriate, assign a student Honor Council member and a faculty advisor to visit you as soon as possible to review your evidence and to set in motion a hearing, if necessary. They can also be consulted at any time to offer clarification and advice on issues related to academic misconduct. More information about the Honor Code process and types of violations may be found on the Honor Council website: <http://college.emory.edu/oue/current-students/honor-council.html>

### **Exams:**

You are entitled to take reasonable precautions to protect the security and integrity of your exams, and the Honor Council strongly advises that all faculty actively proctor their exams. If you see suspicious behavior during an exam, you are entitled to intervene by discreetly asking the student to move to another seat or change places with someone in a different part of the room or collecting unauthorized materials, but you must allow the student to complete the exam.

You are strongly encouraged never to assign the same exam twice, since some student organizations keep electronic or paper files of old exams. Re-use of exams gives an unfair advantage to students who have access to these files.

#### Plagiarism:

Plagiarism is a violation of the Honor Code whether it is intentional or not. Nevertheless, students accused of plagiarism regularly plead ignorance. You are, therefore, strongly encouraged to go over with your class the rules relating to originality, footnoting, and avoidance of plagiarism when giving writing assignments. The Honor Council will determine whether the plagiarism was the result of intention, carelessness, or ignorance and take this into account when recommending sanctions. Students who unintentionally plagiarize are routinely required to complete an educational program as part of their Honor Council sanctions.

#### Collaboration:

Many Honor Council cases relate to collaboration. If you allow or require students to collaborate on an assignment, but require each to submit their own work, please go over the rules carefully beforehand to minimize ambiguities.

#### Suggested Honor Code Wording for Inclusion on Course Syllabi

We hope all teachers in the College will adopt this wording and include it on their syllabi, to create uniformity of expectations and to minimize ambiguity.

*The Emory Undergraduate Academic Honor Code is in effect throughout the semester. The Honor Code applies to any action or inaction that fails to meet the communal expectations of academic integrity. Students should strive to excel in their academic pursuits in a just way with honesty and fairness in mind and avoid all instances of cheating, lying, plagiarizing, or engaging in other acts that violate the Honor Code. Such violations undermine both the individual pursuit of knowledge and the collective trust of the Emory community. Students who violate the Honor Code may be subject to failure of the course, a reportable record, suspension, permanent expulsion, or a combination of these and other sanctions. The Honor Code may be reviewed at: <http://catalog.college.emory.edu/policies/honor-code.html>.*

We also encourage all faculty to specify in their syllabi whether the use of artificial intelligence is allowed or prohibited. Faculty who would like to restrict the use of AI for assignments should use the following language on the syllabus and assignments:

*Using an artificial intelligence program to generate any content for any assignment in this course (including, but not limited to examinations, papers, homework, and creative work) constitutes plagiarism and is a violation of the Honor Code. The use of an artificial intelligence program in this course without permission from the instructor may also constitute seeking unauthorized assistance or violate other provisions of the Honor Code. Any suspicion of academic misconduct will be reported to the Honor Council.*

In addition to including these words on the syllabus, you may wish to hand out copies of this text with the word “I” in place of the word “you” throughout. By having students sign, date, and return these sheets, you will have unambiguous evidence that they were fully aware, from the beginning of the semester, of the code and its provisions, and that they explicitly agreed to these provisions.

## **Retention Schedules**

Retention schedules identify and describe the University's records at the series level and provide instructions for the disposition of records throughout their life cycle. Records are defined as any recorded information, regardless of media, characteristics, physical form, or means of transmission, made or received and maintained by Emory University or Emory Healthcare pursuant of its legal obligations or in the transaction of its business.

The schedules can be searched by function (category) or responsible office (official maintainer). To initiate an update to a records series for which you are the official maintainer, follow the procedures outlined at <http://records.emory.edu/retention-schedules/index.html>.

## **FERPA**

The Family Educational Rights and Privacy Act limits the disclosure of personally identifiable information from students' educational records without their prior written consent. This information includes grades on individual assignments and the final course grade. Faculty may provide information on grades and student performance to school officials with a legitimate educational interest, such as academic advisors, learning specialists, deans, directors of undergraduate studies, or department chairs, as well as university offices that require such information to perform their duties, including the Registrar, the Department of Accessibility Services, and the Office for Undergraduate Education. [FERPA Policy for Emory University](#).