



EMORY COLLEGE OF ARTS AND SCIENCES

POLICIES GOVERNING TEMPORARY AND PART-TIME FACULTY

Faculty under discussion here include non-tenure track professors (any rank) and instructors on semester or single-year 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 Dean of Emory College of Arts and Sciences issues the official letter that conveys each appointment’s rank, length, and compensation. Departments are responsible for establishing with appointees the nature 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 Instructor. 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

- Graduate Students: \$3,000 per course
- Recent Ph.D. Graduates: \$4,000 per course
- Background Equivalent to Assistant Professor: \$4,500 per course
- Background Equivalent to Associate Professor: \$5,000 per course
- Background Equivalent to Professor: \$5,500 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 Dean of Emory College of Arts and Sciences with a considered statement explaining and justifying the exceptionality of anyone who does not meet the stated SACSCOC requirement.

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 all candidates: full-time, part-time, temporary, lecture-track, and tenure-track (junior and senior candidates).

Employment Eligibility

All employees must demonstrate legal status permitting them to work under applicable U.S. immigration laws. 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 begin September 1 and end December 31, with salary paid in four monthly installments.
- Spring Semester appointments begin January 1 and end May 31, with salary paid in five monthly installments.
- Academic Year appointments begin September 1 and end May 31, with salary paid in nine monthly installments. Upon request, an academic year appointment may begin September 1 and end August 31, with salary paid in twelve monthly installments.
- Those who are hired full-time for at least six consecutive months are eligible for certain benefits, including health insurance. See <http://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 funds for relocation.

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. Written 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 paid for.
- 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 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 meet class because of illness, family emergency, or professional obligation, the instructor should inform the chair or chair's designee in a timely fashion and describe how the work will be made up. In last-minute emergencies faculty must call 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.

Final examinations must be given at the time established in the official examination schedule. Graded exam papers must be retained by the instructor (or filed in the department office) for at least one year past the end of the semester. New temporary and part-time faculty should receive written information on any other testing or exam policies specific to the department.

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.

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 insure 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

As a professor, lecturer, or instructor at Emory College, you are required to abide by the 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].

If you find 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 Director of the Honor Council, at 404-290-4514 or jciejka@emory.edu.

He 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. He can also be consulted at any time to offer clarification and advice on honor-related issues.

The code itself can be found here, and you are strongly encouraged to learn its rules:
<http://catalog.college.emory.edu/academic/policies-regulations/honor-code.html>

Exams:

If you see suspicious behavior during an exam, you are entitled to intervene, by asking the student to move to another seat or change places with someone in a different part of the room. You are also entitled to specify where students shall sit, and to require them to clear their desks of all materials except those directly related to taking the exam.

You are strongly encouraged never to assign the same exam twice, since some student organizations keep 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, especially those from abroad, 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.

Collaboration:

Many honor council cases relate to collaboration. If you require students to collaborate on, for example, a laboratory experiment, but then require each to submit his or her own written report on the experiment, 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 honor code is in effect throughout the semester. By taking this course, you affirm that it is a violation of the code to cheat on exams, to plagiarize, to deviate from the teacher's instructions about collaboration on work that is submitted for grades, to give false information to a faculty member, and to undertake any other form of academic misconduct. You agree that the teacher is entitled to move you to another seat during examinations, without explanation. You also affirm that if you witness others violating the code you have a duty to report them 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 getting students to 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.