

## 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.”

#### Employment Procedures

1. Submit one Request for Temporary Faculty form (located online at <http://www.college.emory.edu/about/faculty/forms.html>) for each teaching position. Include a single form for all graduate student instructors who would be funded by Emory College of Arts and Sciences.
  - a. Anticipate all of your needs (including leave replacement) for both the Fall and the Spring semesters. Submit all of your requests as a group. We will not consider requests received after the deadline except in emergencies. This includes requests for the Spring semester.
  - b. Following are salary guidelines for temporary faculty who are hired on a course-by-course basis.
    - a. Graduate Students: \$3,000 per course
    - b. Recent Ph.D. Graduates: \$4,000 per course
    - c. Background Equivalent to Assistant Professor: \$4,500 per course
    - d. Background Equivalent to Associate Professor: \$5,000 per course
    - e. Background Equivalent to Professor: \$5,500 per course
  - c. Following are guidelines for determining length of appointment and rank.

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 for 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 from your program who is hired to teach for one year following receipt of the Ph.D.
2. When budgetary permission has been 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 proof of degree from the university that granted the person’s highest degree. Copies of these documents will be furnished by the department to the College Office.

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3. When you have identified an appropriate candidate, make an offer to that candidate based on the rank and salary that were approved. Use the following when discussing the offer with the candidate.
  - a. Dates of Employment
    - Fall Semester: Appointment begins September 1 and ends December 31, with salary paid in four installments.
    - Spring Semester: Appointment begins January 1 and ends May 31, with salary paid in five installments.
    - Academic Year: Appointment begins September 1 and ends May 31, with salary paid in nine installments.

Upon request, an academic year appointment may begin September 1 and end August 31, with salary paid in twelve installments.
  - b. Benefits
    - Those who are hired full-time for at least 6 consecutive months are eligible for certain benefits. See <http://emory.hr.emory.edu/benefits.nsf>
  - c. Research and Travel Fund
    - Temporary faculty are not eligible for funds from the College.
  - d. Computing Allowance
    - Temporary faculty are not eligible for funds from the College. You can either provide a hand me down computer and printer or use departmental funds to purchase them. Your computing support staff can help you locate used equipment.
  - e. Moving Allowance
    - Temporary faculty are not eligible for funds from the College.
4. Notify Susan Lee when the candidate accepts your verbal offer.

The Dean of Emory College of Arts and Sciences issues the official letters that convey each appointment's title, 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.

### **Miscellaneous Employment Information**

1. E-mail
  - Temporary and part-time faculty are granted Network IDs upon submission of an Emory College of Arts and Sciences Personal Information Form.

2. Online Orientation

After submission of the Emory College of Arts and Sciences Personal Information Form, new hires will be directed to the Online Orientation website. This website allows newly hired faculty to complete a variety of activities on-line prior to their first day of employment, including

- a. paperless I-9, W-4, G-4 and direct deposit form completion,
- b. EmoryCard picture upload,
- c. parking registration,
- d. policy agreements,
- e. orientation.

**Employment Requirements**

1. Degree Requirement

The Southern Association of Colleges and Schools (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 do allow hiring people who lack these credentials if they have “exceptional qualifications.” Recently, it should be noted, SACS has been looking very closely at how well schools justify such non-qualifiers. In Emory College of Arts and Sciences 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 SACS requirement.

SACS 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).

2. U.S. Immigration Laws

All employees must demonstrate legal status permitting them to work under applicable U.S. immigration laws. Departments are responsible for the paperwork to obtain employment authorization. For assistance, please contact the International Student and Scholar Programs Office (ISSP) at (404)727-3300. You are urged to contact ISSP early, since employment authorization is a lengthy process.

### **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, describe conventions and safety requirements of the facilities, and introduce the new faculty to office staff and other appropriate people. Written guidelines and policies should be distributed including:

1. A copy of this policy statement.
2. A department directory or equivalent roster.
3. Information on availability of secretarial and clerical services; on department policies regarding mail, telephone and FAX use, and computer and internet access; and on how supplemental course materials are to be reproduced and paid for.
4. 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.
5. An explanation of department course sequences and prerequisites, and how instructors may determine that students in their classes have satisfied appropriate prerequisites.
6. Information about class meeting times and department policies on attendance.
7. A description of the College's registration system, of how faculty will receive class rosters, and of procedures for permitting a student to overload into or withdraw from a course.
8. A blank Emory College of Arts and Sciences Course and Instructor Evaluation form and sample summary sheet showing how a representative course/instructor have 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.
9. 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 secretary to inform the students that the class has been canceled.

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Instructors must clearly communicate their grading policies to their classes. If there is a department-wide standard, that 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.