OFFICIAL
Policy and Procedure Statement 7.07 Unpaid Faculty
Review Cycle: Jun. 1, ENY (13 paragraphs)
Review Date: June 1, 2014
Reviewer: Associate Provost

PURPOSE

1. Situations arise where individuals become associated with the University as unpaid faculty members to the mutual benefit of the University and the individual.

2. This Policy and Procedure Statement (PPS) outlines the processes to be followed when appointing an unpaid faculty member.

AFFILIATION REQUIREMENTS

3. The recommendation to establish an affiliation with an unpaid faculty member originates as a recommendation of the departmental personnel committee and the chair of the department where the appointment is to be made to the dean, and may be made only after:

   a. It is established that it is in the best interest of the University to make such an appointment,

   b. The anticipated contributions of the individual have been clearly defined,

   c. The benefits and privileges that will accrue to the individual have been outlined, and

   d. The availability of sufficient departmental resources to carry out the agreement has been confirmed.

APPOINTMENT

4. Titles for unpaid faculty members are found in PPS 7.22, Faculty Responsibilities, Definitions, and Titles.

5. Unpaid faculty members who are appointed to teach a class and are listed as a teacher of record must provide a complete hiring packet as described in PPS 7.14, Hiring and Use of Temporary, Non-Continuing Faculty.

6. All unpaid faculty must be appointed with an appropriate title. The department creates a user ID and personnel number and then submits a PCR so that the faculty member can be entered into SAP.

BENEFITS

7. Though the detailed benefits involving use of departmental resources will be
clearly spelled out in the recommendation for appointment of each unpaid faculty member, certain faculty privileges will be afforded all unpaid faculty members. These privileges include the right to:

a. Be listed in the University Catalog by title, if a teacher of record, in the general faculty roster and the faculty roster of the proper department,

b. Be issued a faculty identification card,

c. Purchase a campus parking permit,

d. Have full faculty library privileges,

e. Receive faculty discounts at the University Bookstore,

f. Use departmental stationery and university mail service,

g. Use faculty dining facilities on campus,

h. Attend University functions as a faculty member,

i. Access University recreational facilities available to other faculty members,

j. Attend professional meetings as a representative of the University, and

k. Attend departmental faculty meetings (except those meetings in which actions on tenure, promotions, or personnel are to be discussed) as a non-voting member of the faculty.

CERTIFICATION STATEMENT

8. This PPS has been approved by the reviewer listed below and represents Texas State’s Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle: _____________________ Review Date: ________________

Reviewer: ________________________ Date: ______________________

Approved: _______________________ Date: ______________________

Gene Bourgeois
Provost and Vice President for Academic Affairs

Texas State University-San Marcos
Provost and Vice President for Academic Affairs
Last Updated: November 6, 2012
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