

OFFICIAL

Policy and Procedures Statement 7.14 Hiring and Employment of Temporary,
Review Cycle: February 1, E3Y Non Continuing Faculty
Review Date: February 1, 2019 (26 paragraphs)
Reviewer: Associate Provost

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

[Attachment D](#)

GUIDELINES FOR THE EMPLOYMENT OF TEMPORARY, NON-CONTINUING FACULTY

1. The purpose of this PPS is to describe the guidelines that shall govern the use of temporary, non-continuing faculty, including such elements as hiring/rehiring, salary/benefits, orientation, evaluation, and support services. It is the university's goal to follow these guidelines to the full extent that resources will allow.
2. Temporary, non-continuing faculty are nontenure line faculty and can be appointed in an FTE appointment or as per course faculty. Temporary, non-continuing faculty are appointed as lecturers, clinical lecturers and lecturers of practice. The hiring or rehiring of retired faculty at any rank is also included in this policy.
 - a. Temporary, non-continuing faculty can be appointed in an FTE appointment ranging from 25% to 100%. Temporary, non-continuing faculty who are hired to teach will generally hold regular office hours, advise students, and grade course work. The primary expectation for these faculty is quality teaching, although some limited service or related assignment may be appropriate.
 - b. Per course faculty are temporary, non-continuing faculty with specialized professional expertise whose salary is calculated on the basis of a flat fee for services rendered, and are limited to teaching a maximum of two 3-4 hour courses per semester. The only exception to this load is the addition of a University Seminar class per semester. Per course faculty are expected to prepare and teach their classes, grade course work, and hold limited office hours, normally immediately before or immediately after class. They are not expected to undertake any other departmental assignments. Thus the only expectation of per course faculty is quality classroom teaching and other teaching related functions.
3. Departments should annually examine their employment of temporary, non-continuing faculty. It is reasonable to expect part-time and per course faculty to be employed for the following reasons:

- a. Emergencies such as replacements for faculty on leave or faculty who terminate on short notice or are dismissed during the semester.
 - b. Opportunities such as the hiring of nationally recognized scholars, artists, industrial professionals, or experts who are available for a limited time; or qualified persons with special expertise who will teach when a full-time position is unavailable.
 - c. Necessities such as responses to unanticipated budget cuts or responses to changes in enrollment.
 - d. Employment needs in specialized curricular areas where the available talent pool in the region permits the university to address these needs through temporary, non-continuing employment.
 - e. Employment of retired faculty members when such employment will benefit both the faculty member and the university. Guidelines for employment of retirees is outlined in [UPPS 04.04.51](#), Phased Retirement Plan (PRP) for Faculty.
4. The employment of non-continuing faculty based solely on budget constraints whereby they are "cheaper" to use is strongly discouraged, especially the excessive use of per course faculty. Departments will examine staffing needs, including temporary, non-continuing faculty (through strategic planning, curriculum and program development and planning, academic program reviews, and relevant accreditation reviews.) It is imperative for departments to maintain adequate numbers of full-time faculty members as they consider these staffing needs. If it is determined that there is excessive use of temporary part-time faculty, department chairs and deans should petition the Provost for additional full-time positions.
 5. Temporary, non-continuing faculty play an essential role in carrying out the educational mission of this institution. These faculty are a pool of talent that can enhance the quality of instruction, research, and service. It is therefore critical that the university ensure that this group of faculty be treated in a fair and equitable manner. The expertise, advice, and/or participation of temporary, non-continuing faculty members should be sought and encouraged in appropriate departmental matters, including but not limited to areas such as curriculum development, textbook selection, faculty meetings, and governance. Per course faculty are not expected to participate in such departmental matters. It should be recognized that temporary, non-continuing faculty benefit the university, department, and students.

GRADUATE FACULTY

6. Temporary, non-continuing faculty teaching graduate courses or serving on graduate committees are required to meet graduate faculty standards and be

approved by Dean of The Graduate College. [See [PPS 7.03](#) The Graduate Faculty].

RECRUITMENT

7. Departments should assure through adequate screening practices that well-qualified temporary, non-continuing faculty are hired. Expectations regarding credentials and experience should be consistent with the criteria established by the Southern Association of Colleges and Schools. For faculty teaching baccalaureate courses, those criteria state these instructors must have a "doctoral or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline." In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified by the institution on an individual basis. Documentation for exceptional cases must be submitted as part of the hiring packet on a Faculty Employment Justification form with appropriate supporting documents.
8. Each academic department should continuously maintain a pool of applicants interested in teaching on a temporary basis [see [PPS 7.02](#), Faculty Hiring, paragraph 7.] These prospective faculty members should be recruited through a careful search and screen process and should possess appropriate credentials for the position.

HIRING/REHIRING/REAPPOINTMENT

9. If necessary, the department chair/school director will consult with the dean and the Associate Provost to ensure adequate funding is available to hire.
10. Reappointment and rehire are defined as follows:
 - a. A faculty member is reappointed if he/she has not been terminated and if he/she had a faculty appointment the previous semester or summer. Assuming that the favorable evaluations cited in paragraph 12(a) below are on file in the department, the only paperwork required to reappoint a temporary, non-continuing faculty member is the appropriate contracting form and a Personnel Change Form (PCR). A PCR is required to reappoint a per course faculty member. PCRs are not required for FTE appointments unless there is a change in pay, FTE, or cost distribution.
 - b. A faculty member is rehired if he/she has been through the termination process. Assuming that the favorable evaluations cited in paragraph 12(a) below are on file in the department, the paperwork required to rehire an employee is similar to that of a newly hired faculty member. The rehire must be approved by the Chief Diversity Officer and Director of Equity and Access. Prior hiring documents are maintained by the Faculty

Records Office and the department should verify which documents are needed to complete a contracting packet for a rehired employee.

11. The following guidelines should be used for the hiring of temporary, non-continuing faculty:
 - a. Hiring of all faculty should be done as early as possible before the start of classes in a particular semester.
 - b. Normally, all temporary, non-continuing faculty should be hired and assigned classes at least 30 days prior to the start of the semester to allow them adequate time to prepare properly for the teaching of those classes. All temporary faculty appointed with an FTE of 25% to 100% will meet the guidelines established in 2 (a) and all per course faculty will meet the guidelines established in 2 (b).
 - c. Only in cases of an emergency, such as unexpected enrollment increases, unexpected vacancies, or similar unexpected circumstances, will the Provost and Vice President for Academic Affairs approve the hiring of temporary, non-continuing faculty with fewer than 30 days remaining before the beginning of classes.
 - d. Any faculty member hired at 100% is required to submit to a criminal background check. Refer to [PPS 7.20](#), Criminal Background Checks.
12. The following guidelines should be used for the reappointment or rehiring of temporary, non-continuing faculty:
 - a. All temporary, non-continuing faculty who have been favorably evaluated by their departments are eligible to be reappointed or rehired.
 - b. Temporary, non-continuing faculty should be reappointed or rehired on the basis of the defined positions. Thus, these faculty will be hired to fill those positions that are consistent with paragraph 3. Only in extraordinary justified cases may a temporary, non-continuing faculty member who has been favorably evaluated by his/her department be replaced by a per course faculty member.
 - c. Temporary, non-continuing faculty should normally be reappointed or rehired and informed of the courses they are to teach at least 30 days prior to the beginning of the semester unless there is an emergency situation. If departments believe that particular faculty are not doing an adequate job, the chair should notify the faculty that they will not be reappointed.
 - d. Although temporary, non-continuing faculty are employed on a temporary basis with no expectation of continuing employment beyond a single contract semester or year, when temporary, non-continuing faculty

members are reappointed, the department chair should attempt to provide early notice of contract renewal or non-renewal.

- e. Texas State University will not discriminate against any person in employment or exclude any person from participating in or receiving the benefits of any of its activities or programs on any basis prohibited by law, including race, color, age, national origin, religion, sex, disability, veterans' status, or on the basis of sexual orientation. Equal employment opportunities shall include: personnel transactions of recruitment, employment, training, upgrading, promotion, demotion, termination, and salary.

SALARY/BENEFITS

13. Salary and benefits for temporary, non-continuing faculty should be based on the following criteria: (a) percentage of full-time faculty equivalent or (FTE), (b) educational/professional credentials, and (c) duties/expectations.
14. Temporary, non-continuing faculty appointed on an FTE are paid at the same pro-rata basis as a full-time lecturer or senior lecturer member with equivalent educational background and teaching/professional experience.
15. Per course faculty are paid at a rate to be negotiated with the appropriate administrator(s). Current base and rate calculations can be found on the Salary Calculation Form for Per Course Faculty.
16. Temporary, non-continuing faculty appointed on an FTE of 50% or greater are eligible for performance and merit increases. In order to receive salary increases, he/she must meet or exceed departmental expectations. As outlined in departmental annual evaluation/merit/performance policies, per course faculty are not eligible for performance or merit increases.
17. As salary schedules for full-time faculty are increased, this will by default increase the level of temporary, non-continuing faculty salaries since they are computed on a pro-rata basis. The Council of Academic Deans is encouraged to examine annually the rates paid per course faculty so that those rates are current.
18. Temporary, non-continuing faculty employed less than 50% or for less than four and one-half months and per-course faculty are not eligible for the university benefit package, sick leave, and retirement plan. Temporary, non-continuing faculty who are employed 50% for four and one-half months or more are entitled to the university's health benefit package, sick leave, and retirement plan. Benefit administration for retirees is governed in accordance with [UPPS 04.04.51](#), Phased Retirement Plan for Faculty, paragraph 04.07.
19. Department chairs should inform temporary, non-continuing faculty of available full-time positions.

20. Part-time faculty are encouraged to participate in faculty development activities. Department chairs should give consideration for funding developmental activities for part-time faculty that relate to teaching and related professional duties.

ORIENTATION AND SUPERVISION

21. New temporary, non-continuing faculty members will be oriented to the institutional policies and procedures during new faculty orientation in the fall when possible. If such orientation is not possible, it will be the responsibility of the Department chair to orient the new temporary, non-continuing faculty members to departmental and institutional policies and procedures applicable to that faculty member. The department chair should also communicate to faculty their responsibilities, services provided to them, and compensation and benefits information.

EVALUATION

22. Each college will develop criteria for yearly written evaluation of temporary, non-continuing faculty members based on teaching performance and, if appropriate, service and scholarship. [See [PPS 8.11](#), Performance Evaluation of Non-Continuing Nontenure Line Faculty].

SUPPORT SERVICES

23. Temporary, non-continuing faculty should have the same administrative support that is available to full-time faculty.
24. Temporary, non-continuing faculty should have the same access to departmental equipment as full-time faculty.
25. Departments should assign temporary, non-continuing faculty adequate office space where they can prepare for class, counsel students, and store material.

CERTIFICATION STATEMENT

26. 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

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Last Updated: October 13, 2015
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