

Policies of the University of North Texas	Chapter 6
06.024 Part-Time Faculty	Faculty Affairs

Policy Statement. None.

Application of Policy. All Part-time Faculty, Academic Units, and Deans.

Definitions. None.

Procedures and Responsibilities.

1. A part-time faculty member is a non-tenure-track faculty member, who is not a teaching fellow or teaching assistant, who is hired by the department chair to teach less than the departmentally defined full load, and who serves for a contractually specified term of service.
2. Part-time faculty must possess the minimum educational credentials or other professional qualifications that are expected of full-time faculty in the department.
3. It is the policy of the University of North Texas that each academic unit maintain an Academic Credentials File for each part-time faculty member (non TF/TA) who is employed by the unit. This file shall contain a complete curriculum vita, an official transcript from the institution awarding the highest degree held by the individual, and a written and signed contract. These documents should be obtained prior to the first day of class.
4. A copy of the curriculum vitae and a signed written contract may be filed with the Office of the Dean of the appropriate college/school each academic year if requested by the Dean.
5. Orientation of new part-time faculty shall be the responsibility of the academic unit in which instruction will be given.
6. Part-time faculty shall be regularly evaluated according to academic unit guidelines.
7. Part-time faculty should consult the UNT Policy Office as well as their department specific faculty handbook, if applicable, for further information on personnel policies and procedures, instructional policies and procedures, departmental and university governance, and general information about the university.

Responsible Party: VP Academic Affairs

References and Cross-references. None.

Forms and Tools. None.

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*Reviewed with no change

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