

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

**SRSU Policy:** Part-Time Faculty

**SRSU Policy ID:** FH 2.19

**Policy Reviewed by:** Executive Vice President and Provost

**Approval Authority:** President of the University

**Approval Date:** July 12, 2013

**Next Review Date:** July 12, 2018

Sul Ross State University utilizes part-time faculty in order to provide the institution with the ability to effectively cope with changes in instructional requirements brought about by enrollment shifts or other special circumstances. Part-time faculty normally fill positions which are allocated to an instructional program on a term basis, i.e., for one or more semesters or during summer school only, on either a part-time or full-time basis.

## A. Responsibilities

1. Part-time faculty are hired to satisfy normal teaching responsibilities for one or more courses for a specified period. As a general rule, part-time faculty are not assigned nonteaching responsibilities such as committee assignments, counseling, or administrative tasks.
2. In order to enhance the educational benefits realized from the use of part-time faculty, the University encourages academic administrators at all levels to foster the concept of a strong, collegial bond between part-time and full-time faculty. Part-time faculty are also encouraged to participate with the full-time faculty in such departmental matters as curriculum development, textbook selection, and other appropriate organizational interests.
3. Part-time faculty are responsible for complying with policies and procedures outlined in the *Administrative Policy Manual*. All part-time faculty are responsible for maintaining and certifying class rosters and grade books and completing final grades by official deadlines.

## B. Remuneration, Sick Leave, and Fringe Benefits

1. Remuneration for part-time faculty is based on rates established by the University according to the number of courses or semester credit hours taught.
2. Established remuneration rates for part-time faculty are reviewed by the Academic Policy Council annually.
3. In accordance with state guidelines, sick leave with pay and insurance benefits are available to part-time faculty members who are employed one-half time or more for a period of at least four and one-half months. Part-time faculty members who are entitled to sick leave earn such leave in proportion to the amount of time employed.

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4. In accordance with state guidelines, eligibility for sick-leave pay and insurance benefits shall not extend to part-time faculty members who are employed on an irregular, seasonal, or temporary basis for less than one-half time or for a period of less than four and one-half months. Students employed as Teaching Assistants or Research Assistants are not eligible for sick leave with pay.

## **C. Hiring**

1. Part-time faculty members provide an essential and valuable instructional service to the University. The fact, however, that part-time faculty members are not expected to have an overall, instructional involvement to the same extent as their full-time faculty counterparts mitigates against employing them in large numbers. As a matter of general guidance, the number of part-time faculty members should be kept to a minimum.
2. Uncertainty as to future availability of funds, shifting student enrollment levels, and other hiring variables make it impracticable for the University to make commitments to part-time faculty regarding the future of any term position beyond the period specified at the time of employment.
3. A faculty member who has retired from Sul Ross State University and is not in the Early Retirement Program may be compensated on a proration of his or her nine-month salary at the time he or she retires if there is a clear and compelling need to recruit an instructor to teach a course that no other faculty member is qualified or able to teach. Examples of clear and compelling need would include specific licensures or academic qualifications required of course instructors by external certification and licensure agencies.

## **D. Qualifications**

1. Part-time faculty must meet the same requirements for professional, experiential, and scholarly preparation as their full-time counterparts teaching in the same disciplines.
2. Part-time faculty teaching at the baccalaureate-degree level must have completed a minimum of 18 graduate semester hours in their teaching field and hold the master's degree.
3. Part-time faculty teaching graduate courses must hold the highest earned degrees in their disciplines, although in some rare cases experience and /or scholarly or creative activity may substitute for the doctorate.
4. Part-time faculty who teach in remedial programs must have a bachelor's degree in a field related to their teaching assignment and either classroom experience in a field related to the teaching assignment or graduate training in remedial education.

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5. Any exceptions to the educational qualifications of the part-time faculty must be approved, prior to their employment, by the Executive Vice President and Provost.

## E. Orientation, Training, Supervision, and Evaluation

1. Part-time faculty will be included in the normal orientation and training, supervision, and evaluation process provided to regular faculty members.
2. Information and guidelines unique to part-time faculty will be provided by the appropriate college dean or director following the regular orientation sessions.

## F. Benefits and Support Available to Part-Time Faculty

Part-time faculty members shall be accorded the following benefits during their employment with the University:

- a. An appropriate work area.
- b. Essential secretarial assistance.
- c. Access to copying and visual aid equipment.
- d. Faculty identification card.
- e. Library privileges.
- f. Access to sponsored university activities, through the purchase of a faculty/staff activity card.
- g. Use of University mail service and facilities.
- h. If teaching half-time or more, membership in the Faculty Assembly.
- i. Internet account and e-mail address.
- j. Other privileges for part-time faculty which may be approved by the President of the University.

## G. English Language Proficiency

### ***Texas Education Code Policy***

As an institution of higher education in the State of Texas, Sul Ross State University is required to certify upon hiring that all faculty members, both part-time and full-time, are proficient in the English language, in compliance with *HB 638 Texas Education Code*, Section 51.917.

Section 51.917 FACULTY MEMBERS; USE OF ENGLISH of the *Texas Education Code* reads, in part, as follows:

- (1) "'Faculty member' means a person who teaches a course offered for academic credit by an institution of higher education, including teaching

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assistants, instructors, lab assistants, research assistants, lecturers, assistant professors, associate professors, and full professors. ...."

- (2) "The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to:
  - (a) assist faculty members whose primary language is not English to become proficient in the use of English; and
  - (b) ensure that courses offered for credit at the institution are taught in the English language and that all faculty members are proficient in the use of the English language .....

In addition, Section 51.917 states that

- (c) "A faculty member may use a foreign language to conduct foreign language courses designed to be taught in a foreign language.
- (d) This section does not prohibit a faculty member from providing individual assistance during course instruction to a non-English-speaking student in the native language of the student."

## **Procedure for Proficiency Certification**

It is the responsibility of academic deans and department chairs to assess and certify the English proficiency of all faculty, according to the following procedure:

- (1) The chair of the department from which the employment recommendation originates shall provide to the appropriate college dean a written statement that the person being recommended for employment has been assessed for English-language proficiency. The following template may be used:

"I have assessed the proficiency of \_\_\_\_\_ in using English to instruct students in courses or laboratories that he [or she] conducts for this department and have found that he [or she] can clearly express himself [or herself] in the English language and is qualified to fulfill his [or her] teaching assignment."

This assessment may be made by observing an applicant's English proficiency in personal conversation, in departmental interviews, or in any oral presentations required for the application or by any other method, such as testing, that the departmental chair or the college dean deems necessary, in accordance with Section 51.917.

- (2) Each written recommendation for the employment of both full-time and part-time faculty will bear a certification from the appropriate college dean

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that the English-language proficiency of the person being recommended has been evaluated and that the person is qualified to fill the vacant position.

## Program for Lack of Proficiency

As specified above, Section 51.917 of the *Texas Education Code* requires that "The governing board of each institution of higher education shall establish a program or a short course the purpose of which is to: (1) assist faculty members whose primary language is not English to become proficient in the use of English; and (2) ensure . . . that all faculty members are proficient in the use of the English language, as determined by a satisfactory grade on the 'Test of Spoken English' of the Educational Testing Service or a similar test approved by the board."

Should it be determined by the appropriate college dean and departmental chair that a prospective faculty member not be in compliance with the requirement for English-language proficiency, the college dean or departmental chair may require that the prospective faculty member prove his or her language proficiency by one of the testing methods specified in Section 51.917 before the proficiency certification described above is completed.

In accordance with Section 51.917, the prospective faculty member shall bear the cost of testing.