

Title: Term Faculty	Procedure Number: 4.10.1	Page 1 of 3
Board Policy or Policies: 6.28, 4.10. 4.12	Adopted by: Carrie Besnette Hauser, President Date of Last Revision: July 1, 2016	

The purpose of this procedure is to provide guidance to the college regarding the scope and statuses of Term Faculty appointments as well as specify the processes to be followed in making such appointments.

Definitions:

Term Faculty appointments:

- Are considered temporary, one-semester, or semester-by-semester appointments, for full-time work with contracts of no more than 12 months at a time
- Are appointments that may not exceed three (3) years.
- Will be paid according to the college’s existing faculty payment system and will be eligible for standard benefits during the term of their agreement with the college.
- Term faculty will be assigned a regular faculty title, such as Assistant Professor, Associate Professor and Professor, but will not be eligible to participate in the faculty promotion process while serving as a Term Faculty member.
- Must deliver a full load of courses as directed by his or her supervisor, hold routine office hours, advise students, provide other duties associated with instruction, and participate in limited service.
- In general, term Faculty will not be eligible for release time unless such administrative time is necessary to perform tasks associated with the instructor’s courses, such as the administration of a grant or to serve as a discipline coordinator. Exceptions to this standard will be evaluated by the departments of Human Resources and Academic Affairs on a case-by-case basis.

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- In most cases, if it is necessary to combine administrative and teaching responsibilities into one position, the general practice will be to hire a full-time staff member with limited teaching responsibilities (for which the person is qualified) and not hire a Term Faculty with release time.
- Collegewide, the total number of Term Faculty in any term should not equal a figure greater than ten percent of the total number of full-time regular faculty at the College. For example, if the College employs 120 full-time regular faculty, the College should hire 12 or fewer term faculty each academic term.

Hiring:

In general, campuses may make the decision to hire a term faculty member pursuant to the guidance herein. However, the college president or his or her designee may refuse the hiring or continuation of a Term Faculty position if it is determined that hiring the position would otherwise impede the college from reassigning a regular faculty member from another campus to the campus of concern.

If a Term Faculty member is eventually offered a Regular Faculty appointment following a regular, national search, the time the faculty member served as a Term Faculty member will be considered in determining the faculty member’s salary and opportunities for promotion according to standard college procedures. Only time spent as a Term Faculty member may be counted in this way. That is, time as an adjunct instructor, non-credit or continuing education instructor, or administrator at the college may not be used to determine service and promotion.

Funding:

Term faculty may be authorized when five or more courses in a particular discipline are needed and cannot be covered by existing regular faculty.

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Funding for term faculty should generally be derived from 10-fund (general operating) accounts, though 12-fund (cash/auxiliary) or 20-fund (grants) accounts may be used as long as the hiring campus can demonstrate the funds are available, sufficient, and fully encumbered for the term position.

Grants to the college that require the hiring of new faculty may be used to hire term faculty only. No new regular faculty may be hired using funds other than those from college 10-fund accounts.

Process:

1. A campus interested in hiring a Term Faculty member must demonstrate that it has sufficient student demand and resources to hire and maintain a full-time temporary instructor.
2. The campus must share this information with the departments of Academic Affairs and Human Resources for their review.
3. If the departments of Academic Affairs and Human Resources confirm that sufficient demand and resources exist, these departments will send a recommendation to the Chief Operating Officer for his or her approval.
4. Approved term faculty positions must undergo a full search process, though this may be limited to a regional or internal search if there is insufficient time to conduct a national search or if the hiring campus can demonstrate that a strong pool of eligible candidates exists regionally.
 - a. Note: conducting a regional search for a Term Faculty is permissible, but will preclude the finalist from being considered for a “promotion” into a regular faculty position. All regular faculty must be hired by way of a national search.

Candidates offered a term faculty position must agree to an “At Will” contract that explicitly states the terms and limitations of their employment.