POLICY

The provisions of this policy only apply to part-time faculty members. Part-time faculty salaries will be established using the same criteria as full-time faculty with some additional adjustments and considerations set forth below:

Qualitative Credit
Credits awarded for advanced experience for a specific role. Not to exceed .60.

Part-time faculty are eligible to receive expanded conditional qualitative credits.

Part-time faculty members who do not intend to pursue rank promotion may sign a written agreement to this effect. Under this agreement, the faculty member can receive a salary adjustment created in this category, up to .60. This provides part-time faculty with the opportunity to receive salary increases unaffiliated with rank. If the faculty member decides to apply for rank promotion at some point in the future, these credits will be reassessed at the time the increased rank is conferred. This conditional credit is intended to be used in lieu of rank adjustment credits. In cases where a part-time faculty has rank, the total adjustment credits for the two categories cannot exceed .80.

Conditional credits do not carry over into full-time faculty salary calculations as outlined in Policy 5001.

WORKLOAD

A part-time faculty load is defined as less than 27 hours per week. The Office of Academic Affairs will determine the apportionment of specific activities which comprise a part-time work week. Part-time positions typically have very specific work assignments but generally, apportionment of work assignment hours will fall within the same categories as full-time:

Primary Classroom Faculty: less than 27 hours

1. 1-10 hours of direct interaction (primary instruction)*
2. 1-10 hours of indirect student interaction/course or curriculum development/preparation#
3. 1-7 hours of professional development, research and scholarly production activities, and service

Chiropractic Center Faculty: less than 27 hours

1. 1-10 hours of direct patient/intern/instruction interaction
2. 1-10 hours of patient management review and preparation
3. 1-7 hours of professional development, research and scholarly production activities, and service

Part-time faculty are not responsible for the same level of professional development, research, scholarly production and service activities as full-time faculty. Each part-time faculty member will have expectations in this area. Workload and job expectations are outlined specifically for each part-time faculty member during the employment and onboarding process.

Part-time faculty may be eligible for stipends, release time assignments and contracts as outlined in Policy 5001.

Any disputes regarding the application of this policy will be resolved by the Office of Academic Affairs.

*Secondary instruction assignments (assistant assignments) are calculated at .714 of primary. Full-time workload may be a combination of primary and secondary instruction. Any direct interaction hours that exceed the defined amount may be credited at the regular rate.

#For each hour of direct interaction, the college expects approximately 1 hour of indirect student interaction/course or curriculum development/preparation.

Also see:

Policy 5001 – Faculty Workload and Pay Plan