

Utah Tech University Policy

638: Part-Time Instructor Track Faculty



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I. Purpose

- 1.1 This policy defines Part-Time (P/T) Instructor Track faculty roles and responsibilities (formerly adjunct track) at Utah Tech University (“the University”). P/T Instructor Track Faculty are part-time employees assigned to teaching duties by an academic department. P/T Instructor Track faculty are essential for achieving the University's academic mission, are not benefit-eligible, and are typically appointed for a single semester.

II. Scope

- 2.1 All part-time instructor and part-time clinical instructor faculty.

III. Definitions

- 3.1 ***P/T Instructor Track Faculty***: P/T Instructor Track Faculty shall be part-time faculty with teaching and student learning responsibilities. P/T Instructor Track Faculty shall normally be appointed for a one semester term, renewable based on satisfactory performance and availability of work.
- 3.2 ***P/T Clinical Instructors***: P/T Clinical Instructors are instructional faculty whose primary professional expertise is in the practice context or whose primary professional responsibility is conducted in a clinical, professional, or practicum setting.

IV. Policy

- 4.1 Appointment

- 4.1.1 Deans, or their designees, are responsible for offering P/T Instructor appointments.
- 4.1.2 Prospective P/T Instructors must submit an application and official transcripts to an academic department chair, showing highest degree received and qualifying educational experience. The department chair evaluates prospective faculty credentials and makes a recommendation for appointment to their dean.
- 4.1.3 P/T Instructors are classified into four ranks depending on education, workload credit hours (WCH) completed, participation in University activities, and professional growth and learning to maintain currency in their discipline or profession and currency in their instructional methods. The following chart outlines the four ranks:

Criteria	P/T Assistant Instructor	P/T Associate Instructor	P/T Senior Instructor	P/T Master Instructor
Prior Teaching Credit Hours at the University since Fall 2013	None	After completing a minimum of 36 WCH with satisfactory performance.	After completing a minimum of 72 WCH with satisfactory performance.	After completing a minimum of 108 WCH with satisfactory performance.
Professional growth and learning	Approved Master's degree. Evidence of discipline expertise. Successful completion of "onboarding course" before first semester of teaching.	Active participation in select department and University activities. Evidence of current domain expertise. Evidence of ongoing participation in professional growth and	Active participation in select department and University activities. Evidence of current domain expertise. Evidence of ongoing participation in professional growth and	Active participation in select department and University activities. Evidence of current domain expertise. Evidence of ongoing participation in professional growth and

		learning activities and advancement in teaching methods and to promote student learning and success.	learning activities. At least one presentation of best practices or related areas of expertise to a group at the University.	learning activities. Evidence of contributions to the profession.
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4.1.4 The P/T Instructor compensation model is based on rank.

4.1.5 Incoming P/T Instructor may be hired at a higher rank. Requests must be submitted by a department chair and approved by the Dean and Vice President of Academic Affairs and Provost.

4.2 Supervisor

4.2.1 Deans, working with department chairs, determine the professional and/or academic criteria for P/T Instructor Track Faculty, which may differ by department or courses taught.

4.2.2 P/T Instructor Track Faculty should normally possess a master's degree in a related field of study.

4.2.3 P/T Instructor Track Faculty serve under the direction of department chairs or a designee, who offers or coordinates supervisory feedback, orientation, and training.

4.3 Workload Maximum

4.3.1 P/T Instructor workload will not exceed ten (10) teaching workload credits in a single fall or spring semester.

4.3.1.1 Out-of-state P/T Instructor Track Faculty (e.g., those P/T Instructors who teach 100% online courses and reside outside of the State of Utah) have separate work limits not to exceed six (6) credits in a single fall or spring semester. Out-of-state P/T Instructors are permitted only in states where Utah Tech University has contracted to offer employment and require approval from the Office of Human Resources (HR) before employment can begin. A list of eligible states is

available from Human Resources and may only be updated with approval from Human Resources and Business Services.

4.3.2 The workload for summer semester shall not exceed eight (8) credits, which is less than 75% of full-time faculty workload.

4.3.2.1 Out-of-state P/T Instructor Track Faculty (e.g., those Instructors who teach 100% online courses and reside outside of the State of Utah) have separate work limits not to exceed three (3) credits in a single summer semester. Out-of-state Instructors are permitted only in states where Utah Tech University has contracted to offer employment and require approval from the Office of Human Resources before employment can begin. A list of eligible states is available from Human Resources and may only be updated with approval from Human Resources and Business Services.

4.3.3 P/T Instructor Track Faculty may teach in more than one department within the total credit limits.

4.4 Responsibilities

4.4.1 P/T Instructor Track Faculty are responsible for following the policies, procedures, guidelines, and directives of the University and the department.

4.4.2 P/T Instructor Track Faculty are hired as instructors of specific classes. As part-time employees, P/T Instructor Track Faculty will not typically be required to assume non-teaching duties such as committee membership, textbook selection, or course and program development.

4.4.3 P/T Instructor Track Faculty are required to attend mandatory University training sessions and may be required to attend department or division training.

4.5 Evaluation

4.5.1 Courses taught by P/T Instructor Track Faculty will be evaluated by their department chair or designee in their first semester and annually thereafter. Departments, divisions, and colleges may institute additional evaluations, peer review, or assessment measures.

4.6 Class Cancellation

- 4.6.1 A P/T Instructor Track Faculty member's class may be cancelled for lack of enrollment, funding restrictions, or other exigency as determined by the dean and department chairs.
- 4.6.2 If a full-time faculty member's class is cancelled, a P/T Instructor Track Faculty appointment may be terminated to accommodate the workload needs of the full-time faculty member.
- 4.6.3 If a class assigned to a P/T Instructor Track Faculty member is cancelled or reassigned to a full-time faculty member, the Instructor Track Faculty member may receive preparation compensation according to the Instructor contract. If the cancellation or reassignment takes place after the first meeting with the class, the P/T Instructor Track Faculty member will be paid the Instructor hourly rate for classroom instruction actually performed in that course.

4.7 Full-time Exempt Staff Employees as Part-Time Instructors

- 4.7.1 Full-time exempt staff employees of the University may receive P/T Instructor Track appointments for teaching classes.
- 4.7.2 Staff employees who wish to petition to teach must complete the Staff Overload Assignment Authorization form and submit it to the HR office by the first day of the semester.

4.8 Part-Time (P/T) Clinical Instructors

- 4.8.1 P/T Clinical Instructors are auxiliary faculty paid on an hourly basis.
- 4.8.2 All provisions of this policy apply to clinical faculty except that P/T Clinical Instructors are restricted to the hourly equivalent of the maximum teaching load each semester. See Policy 310 for workload limits.

V. References

- 5.1 University Policy 301: Personnel Definitions
- 5.2 University Policy 310: Part-Time Employment

VI. Procedures

- 6.1 All existing P/T Instructors will begin at the P/T Assistant Instructor rank. Those P/T Instructors desiring to advance must apply using the appropriate application.

- 6.2 Those P/T Instructors teaching in more than one department or college will have their application reviewed by all applicable parties.
- 6.3 Rank advancements are effective fall semester of the following academic year.

VII. Addenda

- 7.1 New P/T Instructor paperwork and the Staff Overload Assignment Authorization form is found on the Human Resources webpage, under part-time employment: <https://humanresources.utahtech.edu>.
- 7.2 P/T Instructors Rank Advancement Application Form

Policy Owner: Vice President of Academic Affairs and Provost
Policy Steward: Faculty Senate and Human Resources

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