

Title/Subject: **Temporary Faculty**

Applies to:  Faculty  Staff  Students  Student employees  Visitors  Contractors

Effective Date of This Revision: December 1, 2005

Contact for More Information: Faculty Personnel Services

Board Policy  Administrative Policy  Procedure  Guideline

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## **I. Introduction**

Central Michigan University employs some faculty who are on specific and limited fixed-term contracts. The University does not intend to commit a tenure-track appointment to these individuals for either academic or budgetary reasons. These faculty are designated as, and assigned to the employment classification of, Temporary Faculty.

## **II. Policy**

It is the policy of Central Michigan University to employ Temporary Faculty to provide limited-term services for which there is a demand and immediate programmatic need. The procedures that are described below shall help to describe the terms and conditions of employment for Temporary Faculty. The Provost shall appoint Temporary Faculty in a manner consistent with the affirmative action/equal opportunity policy of the University. The CMU Affirmative Action Office shall establish rules that govern the need for a search in making initial and subsequent appointments of Temporary Faculty.

## **III. Procedure**

### **A. Basic Definition of Temporary Faculty**

1. Temporary Faculty are those persons hired for a limited and fixed-term to perform instruction, and instruction-related duties where applicable, at the undergraduate and/or graduate levels; to perform basic or applied research, and/or to administer such programs of research; or in rare circumstances to perform a combination of instruction and research. It is recognized that Temporary Faculty may perform some of the same/similar duties as do Regular Faculty, but they do not, and may not be asked to, perform all of the duties of Regular Faculty and their terms and conditions of employment are different from those of Regular Faculty.
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2. Also designated as Temporary Faculty are Visiting Faculty, Professors and Artists who join the University as part of an exchange relationship, as post-doctoral scholars, or as teaching or research collaborators with University colleagues.
3. Temporary faculty may be supported by the University, by funds from their home institutions/organizations, or from externally funded grants or contracts.

**B. Appointment**

1. Initial Appointment of Full-Time Temporary Faculty
  - a. The Dean of the appropriate college, after having received a recommendation from the appropriate department chair, and with the concurrence of the Provost, shall make the initial appointment of full-time Temporary Faculty, including all visiting faculty.
  - b. Appointment shall normally be for one or two (sequential) semesters.
  - c. An initial appointment of more than one year requires the prior written approval of the Provost.
2. Initial Appointment of Part-Time Temporary Faculty
  - a. The Dean of the appropriate college shall make the initial appointment of part-time Temporary Faculty upon a recommendation from the appropriate department chair.
  - b. Appointment shall not be for a period of more than one year;
3. Subsequent Appointment
  - a. Any recommendation for a subsequent term appointment, wherever initiated, must include written evidence of excellence either in teaching (teaching faculty), research (researchers), coaching (coaches), counseling (counselors), or librarianship (librarians). Included in the evidence of teaching excellence must be at least a listing of grade distribution and SOS scores for courses taught. Evidence must also be presented of satisfactory advising of students where advising has been made a term/condition of employment.
  - b. A subsequent appointment of not more than one year may be made by the Dean.
  - c. Full-time Temporary Faculty may receive a subsequent appointment of more than one year, but not to exceed three years, only upon the recommendation of the department, endorsement by the Dean, and the prior written approval of the Provost.
  - d. Part-time Temporary Faculty may also receive a subsequent appointment, but of not more than one year at a time, and only upon recommendation from the appropriate department chair.

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C. Contract Terms and Conditions

1. Temporary Faculty are appointed under limited term contracts, which in no way promise or imply any subsequent commitment beyond the stated terms. Individuals may receive, but should not expect, additional limited term contracts following the expiration of their current term contracts.
2. All letters of appointment, offering an employment contract, shall contain the words,

“This employment offer, if accepted, and any other contracts as yet uncompleted constitute the University’s only employment agreements with you (the temporary/visiting faculty member) and in no way do they promise or imply any future offers or ongoing commitments beyond the term(s) stated herein.”

3. Contracts for more than a term of one year shall also contain the words,

“Continuation of this contract beyond the first year is contingent upon University need as determined by the Dean and a departmental written review indicating that your overall performance has met expectations for excellence, a positive recommendation by the Dean/supervisor, and approval of the Provost/appointing authority.”

D. Designation of Rank and/or Title

1. Temporary Faculty shall normally be appointed with an academic rank appropriate to their education and achievements. The ranks of Instructor, Assistant Professor, Associate Professor and Professor shall be used for Temporary Faculty. Appointment at the rank of Associate Professor or higher requires the prior approval of the Provost, upon the recommendation of the department and Dean. Under special circumstances, and where credentials warrant, the title of Distinguished Professor, Research Professor, or Research Scientist may be used.

E. Responsibilities

1. Except as noted in E(4) and E(5), Temporary Faculty are appointed to perform duties indicated in A(1) above. The Dean and/or the department chair shall assign individual responsibilities. Where hired to perform teaching, teaching-related duties such as student advising may also be assigned as a responsibility of Temporary Faculty. The requirement to undertake scholarly and creative activities in their discipline, or to maintain relevant and current professional experience, may be an expectation of one’s appointment or subsequent appointment, but where this is the case, that expectation will be specifically articulated as a term/condition of the appointment. Temporary Faculty shall not be involved in department, college, or University service activities as a condition of their employment.
2. Except as noted in E(4) and E(5), Temporary Faculty, hired to teach, are expected to have a heavier teaching load than that of the Regular Faculty in the same department/unit. The on-campus teaching load of full-time Temporary Faculty shall be a minimum of twelve (12) credit hours, or its equivalent of teaching-related duties, per semester; and a maximum of fifteen (15) credit hours, or its equivalent of teaching-related duties, per semester.

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3. Full-time Temporary Faculty, hired to teach on-campus in a given department/unit of the University, may accept a simultaneous separate appointment in another department/unit of the University of not more than three (3) credit hours without having first obtained the concurrence of both hiring Deans/supervisors.
4. The Director of Intercollegiate Athletics, in consultation with the head coach of the sport if appropriate, shall determine the responsibilities of Temporary Faculty in Intercollegiate Athletics; the Dean of Students, in consultation with the Director of the Counseling Center, shall determine the responsibilities of Temporary Faculty in the Counseling Center; and the Dean of Libraries shall determine the responsibilities of Temporary Faculty in the Libraries.
5. The appropriate Dean, in consultation with the department, shall determine the responsibilities of individuals designated as Visiting Professor or Artist, research scientist or post-doctoral scholar.

**F. Promotion in Rank**

1. Once appointed, Temporary Faculty are not eligible for promotion in rank. There is no promotion process in place for Temporary Faculty nor do they qualify for promotion.
2. If subsequently appointed, such appointment may be at a higher academic rank than one's previous appointment, if approved by the Provost, upon the recommendations of both the department and the Dean.
3. A subsequent appointment at a higher academic rank does not necessarily involve a higher salary.

**G. Compensation (Salary and Benefits)**

1. Temporary Faculty, including visiting faculty where applicable, shall be compensated in an amount determined by the University taking into account academic credentials and relevant experience and performance within their discipline. Certain visiting faculty may not be compensated, if they are not providing services to the University.
2. Temporary Faculty employed on a limited term contract of more than one year, and who may receive a subsequent appointment, are eligible for an increase in salary. The University shall be solely responsible for determining the amount of any such increase. Deans shall be responsible for making recommendations to the Provost about annual, or other, adjustments to salary.
3. Temporary Faculty, hired for teaching purposes alone, are normally compensated at a per credit hour rate based on the individual's educational attainment, the number of years of relevant work experience and an evaluation of her/his achievements. The per credit hour rates should bear some relationship to the prevailing salary levels for such faculty at other institutions and to the historical salary levels which have existed at CMU.
4. However, upon the mutual recommendation of the department and the Dean, the Provost may approve compensation at a base salary rate. Temporary Faculty, and visiting faculty where applicable, with a full-time assignment, for at least one year, may be compensated at a base salary rate.

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5. Certain benefits are available to Temporary Faculty appointed half time or more, except that benefits available to visiting faculty will depend upon the nature of their appointment. A summary of the benefits available will be included with each Temporary Faculty member's letter of

appointment. If the available benefits are unknown at the time of appointment, such summary will be provided as soon thereafter as the information is available. The Benefits Office will provide additional information and enrollment forms.

Twelve (12) month benefit eligible Temporary Faculty are afforded paid vacation. If appointed as a post-doctoral scholar, however, or if appointed under a grant, there shall be no payment for unused vacation at the end of the term of employment.

6. Full-time Temporary Faculty may become eligible for retiree status. Age and total full-time service must meet University requirements.

**H. Procedural Rights**

1. Temporary and visiting faculty shall be accorded the same rights to academic freedom as are accorded to members of the Regular Faculty.
2. Each department/unit shall adopt appropriate procedures covering Temporary and visiting faculty. The Dean and the Provost or other appropriate appointing authority must approve these procedures, which at a minimum shall cover the criteria and standards for determining an initial appointment and for documenting the professional achievements necessary for any subsequent appointment.
3. The University's "Procedures for Handling Questions of Professional Concern Involving One or More Members of the Teaching Faculty" shall be available only to Temporary Faculty receiving a salary from CMU. These procedures may not be used to bring a complaint regarding failure to receive an initial or subsequent term contract.

**IV. Implementation**

This policy will apply to all Temporary, including visiting, Faculty appointments effective on or after December 1, 2005, except as noted immediately below.

Where the dean is in agreement, those individuals who have had Temporary Faculty appointments at CMU, and who were compensated at a base salary rate for that contract, may continue to be compensated at a base salary rate for subsequent appointments, regardless of the proportion the appointment is of a full-time appointment.

*CMU reserves the right to amend, or otherwise alter and/or delete, in whole or in part, all existing policies, and to add new policies as may be developed in the future.*

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