

Part-Time Faculty – Policies, Practices, Benefits

APPOINTMENT OF ADJUNCT RANK

The status of adjunct faculty rank is to be initially awarded in recognition of (1) teaching of a quality and quantity defined in the handbook and (2) service to the College by participation in college activities outside the classroom. Members promoted to these ranks are seen as an important resource to the College, and their services are viewed as a strength both because of the diversity they provide and the representation in the larger community provided by their primary professional commitment.

The status does not carry tenure privileges. The services of the adjunct faculty members are contracted as often as is compatible with the needs of the College and the schedule of the individual. Generally, efforts will be made to contract services at least one quadmester in seven or one semester in three. For the sake of adjunct status and promotion in rank, one year is equivalent to two semesters or four quadmesters.

Opportunities available to those promoted to adjunct ranks are:

- A. Participation in meetings and activities of department within demands of schedule and outside obligations.
- B. Participation as appropriate and convenient in college activities such as fall institute, commencement, convocation and Dean's List recognition ceremonies, and other ceremonies designated by the Provost.
- C. Assumption of a service role to the institution upon request such as membership on appropriate committee or task force, advising of students, work in development activities, or representation of the College in civic, business, religious, or social organizations.
- D. Participation in appropriate activities of faculty development and the system of faculty evaluation.

The perquisites of such ranks are:

- A. Adjustment in salary to an approved scale.
- B. Benefit of general salary increases.
- C. Eligibility for promotion according to qualification and procedures outlined in the faculty handbook and guidelines.
- D. Tuition remission of one class for each semester or two quadmesters of service is available. Remission is applicable to self, spouse, or dependent during the time of employment at Aquinas College. For the purposes of administering this benefit, an adjunct faculty member shall be considered in employment if he/she has taught within the past three semesters or past seven quadmesters.
- E. Eligibility for professional development opportunities available through the department unless limited to full-time status by an outside agency.
- F. Listing in the College catalog, directory, and appropriate College communications as adjunct members of faculty of Aquinas College.

Part-time faculty members who are eligible for promotion to adjunct rank will be so notified by the Provost. Those who wish to be considered will:

- A. Present a request to the appropriate Academic Chairperson.

- B. Arrange to have copies of past and current student evaluations sent to the appropriate Academic Chairperson if these are not in his/her possession.
- C. Supply a current résumé/vita listing professional and educational qualifications, professional activities, and past teaching experiences for the Provost's Office.

The Academic Chairperson will evaluate the teaching effectiveness of the candidate and make a recommendation to the Provost.

- A. The Provost makes initial appointment to the status of adjunct faculty with rank after receipt of recommendations from the Chairperson of the department.
- B. Subsequent promotions are subject to the criteria and rules outlined in the handbook.
- C. For purposes of appointment and promotion, a year of service equals teaching courses in two semesters or teaching in four quadesters. Only teaching in the credit-bearing programs at Aquinas College is considered.

REMISSION POLICIES FOR PART-TIME EMPLOYEES

GENERAL POLICIES

1. "Part-time" status is determined by the Human Resources Department using approved College policies and definitions.
2. For purposes of this policy a "dependent" child is one who is defined as a dependent under then-current IRS guidelines. In the limited circumstance in which a part-time Aquinas College employee has a child who would otherwise be eligible for remission benefits as a dependent, but who is not eligible because the employee's ex-spouse claims the child as a dependent, remission benefits will be made available as if the child were a dependent. In that circumstance, Aquinas College makes no representation as to the tax treatment of the remission benefit; upon receipt of documentation tax forms will be prepared showing the value of the benefit received by the employee.
3. Eligibility for courses taken with the utilization of earned remission benefits depends on the particular part-time status of the employee. See specific part-time classifications, below, for specific information about eligibility. Availability of the benefit begins with the first new semester (for full-time traditional age students) or the next upcoming enrollment period (for all other students) commencing after the date of eligibility.
4. Termination of eligibility for remission benefits depends on the particular part-time status of the employee. See specific part-time classifications, below, for specific information about termination of remission benefits.
5. Courses for which the remission benefit are utilized are available on a space-available basis; where courses are oversubscribed, non-remission students have first right to course selection.
6. Tuition remission is available only for courses offered by Aquinas College. Benefits do not apply to any program of study, which would entail the outlay of funds to another provider.
7. Employees may only take courses outside of their regular working hours, unless prior approval is obtained from their supervisor.
8. Application for remission benefits must be made through the Financial Aid Office on a timely basis. All remission students are required to apply for available outside sources of gift aid (State and Federal). Remission benefits are reduced by the amount of State and Federal gift aid for which a remission student is eligible, whether or not those benefits are actually received. If a remission student fails to apply on a timely basis for outside sources of gift aid, the remission benefit will be reduced by the amount of the gift aid which would have otherwise been available, and the student

must pay that amount to the College. It is the employee's responsibility to ascertain filing deadlines for outside gift aid.

9. Where remission benefits are available, the benefit is reduced by the amount of State and Federal gift aid for which a remission student is eligible, whether or not those benefits are actually received.
10. However, when only partial remission benefits are available for credit to the account of a full-time traditional age student (student type "R"), the following policy will apply:

Remission benefits for each "course" banked will be applied to a full-time traditional age student's bill in the amount of the CE credit hour rate times three credit hours ("the CE value;" three credit hours have been chosen because that is the normal credit hour level assigned to courses). When the student is taking 12 credit hours or more (by definition, a full-time student) a bank of four courses will be sufficient to remit full tuition charges for that semester. If fewer than four courses have been banked, credit will be applied on the basis of the CE value of the number of courses banked and used.

For any semester in which full remission is applied, all other remission guidelines will apply (i.e., State and Federal gift aid reduces the remission benefit, and other available Aquinas aid is severely limited). If a full-time traditional age student (student type "R") chooses to use the banked courses on a course by course basis, rather than to remit an entire semester, eligibility will remain for State and Federal gift aid, and other Aquinas aid.

11. Remission benefits are subject to forfeiture and suspension for excessive adds and drops (more than four per semester).
12. Remission students are responsible for timely payment of the following specific fees assessed and other charges incurred by the College:
 - A. music
 - B. lab fees
 - C. parking fees and fines
 - D. observation fees (student teaching)
 - E. Student Senate funding allocation (each semester)
 - F. fees for health services or other services rendered
 - G. charges for independent study or other special faculty remuneration based on course subscription
 - H. other fees and charges

ADJUNCT FACULTY

Eligibility:

Adjunct faculty members are eligible for remission benefits after they have completed two academic years of part-time teaching in a credit-bearing program at Aquinas College. These two years of service must be completed without a break in service such as would cause termination of eligibility (see below). Once eligibility is established, remission becomes available the first new semester (for full-time traditional age students) or the first new term (for all other students) commencing after the date of eligibility.

Termination of Eligibility:

Eligibility terminates, and banked courses expire, if the adjunct faculty member has not taught within the past three semesters, or the past seven quadesters. If a teaching schedule is later re-established, the eligibility period must again be completed before new courses earned can be utilized.

Number of courses earned:

One remission course is earned for every 16 weeks taught (one semester or two quads constitute a 16 week period; maximum of 3 per year). Remission courses are earned on a per-course basis, without regard to the number of credit hours covered by the courses taught. During the initial two-year period, remission courses earned will be banked; the earned courses may not be utilized until two years of teaching have been completed.

Benefit to Whom:

Upon eligibility (that is, after the initial two year waiting period), (part-time) adjunct faculty members are entitled to 100% tuition remission for all undergraduate and 50% for graduate courses taken utilizing banked remission course credits.

Upon eligibility (that is, after the initial two year waiting period), spouses of (part-time) adjunct faculty members are entitled to 100% tuition remission for all undergraduate courses taken utilizing banked remission course credits. No remission benefits apply for graduate courses.

Upon eligibility (that is, after the initial two year waiting period), dependent children of (part-time) adjunct faculty members are entitled to 100% tuition remission for all undergraduate courses taken utilizing banked remission course credits. Banked courses accumulated during the two-year waiting period may also be utilized for formerly dependent children who have become non-dependent during the two-year waiting period. No remission benefits apply for graduate courses.

No remission benefits are available for non-dependent children of (part-time) adjunct faculty except as explained above for courses banked while the child was a dependent.