



## POLICY & PROCEDURE DOCUMENT

NUMBER: 1.1121

DIVISION: Academic Affairs

TITLE: Part-Time and Temporary Faculty Qualifications

DATE: August 14, 2005

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### I. Purpose and Scope

To ensure that part-time and temporary faculty possess qualifications consistent with their assignments and to establish a clear and consistent means of reviewing and documenting those qualifications as part of the hiring process.

### II. Policy

In addition to the standard employment forms and procedures currently practiced throughout the University, the hiring process for part-time and temporary faculty (to include those instructors teaching for/through WKU programs such as CCSA and KIIS) will include the following requirements:

### III. Procedure

1. A current résumé (updated within five years) and an official transcript indicating the highest degree earned must accompany the appropriate hiring form, unless the résumé and transcript are already on file in the Office of the Provost and Vice President of Academic Affairs.
2. The appropriate hiring form must be signed by the department head, the college dean (or designee), and the Provost and Vice President for Academic Affairs (or designee). The signature of these individuals will indicate their affirmation that the prospective faculty member is qualified for the proposed assignment. (Note: additional signatures may be required as part of the normal university hiring process.) Qualifications will be evaluated consistent with the employment criteria established by the department head and approved by the dean.

3. A "Part-Time or Temporary Faculty Credentials Form" (attached) must accompany the appropriate hiring form, unless a current and relevant form is already on file in the Office of the Provost and Vice President for Academic Affairs. The purpose of this form is to provide a clear indication of the nature of the qualifications of the candidate for specific teaching assignments. This form will be filled out by the department head and signed by both the department head and dean.

#### **IV. Related Policies**

1.1111 Evaluation of Faculty Credentials

#### **V. Reason for Revision**

Amended to explicitly include the credentialing requirement for part-time faculty teaching WKU courses through a consortial/partner arrangement.