



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.1122

DIVISION: Academic Affairs

TITLE: Part-Time, Intermittent (Cooperating), and Graduate Assistant Instructor (GAI)
Employment and Faculty Qualifications

DATE: August 14, 2005

REVISED: March 2, 2015, May 3, 2021

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I. Purpose and Scope

Per SACSCOC requirements and in accordance with WKU Policy 1.111V, all teaching faculty must hold academic credentials appropriate to the courses that they teach. The purpose of this policy is to clarify the employment and credentialing of faculty not classified as full-time, ensure that part-time, intermittent (cooperating) and graduate assistant instructor 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. All part-time and graduate assistant instructor faculty are contracted on an as needed basis, do not receive credit towards tenure consideration and are not guaranteed re-appointment.

II. Definitions

1. Intermittent (Cooperating) Faculty are non-employees of WKU and are defined as faculty who develop and/or teach courses for academic credit via affiliation agreements between WKU and other entities such as cooperating educational institutions, CCSA, KIIS, etc.
2. Part-time Faculty are defined as part-time employees of WKU who are contracted to develop and/or teach courses for academic credit (as determined by the hiring department) on an as needed basis in accordance with enrollment, academic programming needs and available resources.
3. Adjunct Faculty occupy a special status at WKU but are not considered as “faculty” and therefore are not subject to the credentialing guidelines outlined in this policy. Adjunct appointments are without pay and shall be for a stated period of time not to exceed five years and ending on a date of June 30. For additional information concerning adjunct faculty appointments, please see [Policy 1.127V Adjunct Faculty](#).
4. Graduate Assistant Instructor (GAI) Faculty are defined as graduate students of WKU who have completed 18 hours of graduate coursework in the discipline in which they will be assigned to teach and have completed the Graduate Assistant Teaching Institute (GATI) or

similar college/department faculty training program as reviewed/approved by the Director of the Center for Innovative Teaching and Learning and the Associate Provost for Research and Graduate Education. GATI or similar training program coursework must be cataloged by the WKU Office of the Registrar and appear on the graduate student's official Western Kentucky University transcript. GAs are contracted to develop and/or teach courses for academic credit (as determined by the hiring department) on an as needed basis in accordance with enrollment, academic programming needs and available resources.

III. Policy

A. Terms of Employment

1. The maximum number of hours a part-time faculty member may teach is 9 credit hours per semester (10 if lab instruction is included). These hours may be distributed among/between departments and campuses, but the total hours may not exceed 9 credit hours per semester (10 if lab instruction is included). Maximum hours for teaching graduate courses are 6 credit hours.
2. The University reserves the right to terminate part or all of a part-time or graduate assistant instructor faculty appointment (i.e. one or more courses) at any time with prorated payment for classes already met by the instructor. Reasons for termination of a part-time or graduate assistant instructor faculty appointment include, but are not limited to:
 - a. Insufficient enrollment,
 - b. Reassignment of regular faculty,
 - c. Failure to adhere to academic unit and University policies, or
 - d. Unsatisfactory performance.
3. A part-time or graduate assistant instructor faculty may appeal appointment termination or take grievances regarding unfair conditions to the department chair/director for review. Such appeals or grievances are subject to final review by the Dean (or designee).
4. Part-time or graduate assistant instructor faculty are required to attend orientation (including discussion of guidelines and syllabus preparation, selection and use of textbooks and materials, examination schedules, and specific requirements) as requested, meet each scheduled class at the time and place assigned by the Dean or department chair/director and to administer the final course examinations and any required course evaluations as scheduled.
5. Part-time or graduate assistant instructor faculty are required to follow the guidelines outlined in Policy 1.406V Course Syllabi.
6. Graduate assistant instructor faculty are required to receive regular in-service training such as:
 - a. Participation in seminars/webinars offered by the Center for Innovative Teaching and Learning (CITL)

- b. Direct supervision by a faculty member experienced in the teaching discipline.
 - c. Planned and periodic evaluations (please see [Policy 1.307V Evaluation and Orientation of Student Teaching Assistants](#) for additional information).
7. Full-time WKU Staff must receive permission from their immediate supervisor prior to being assigned to teach part-time. Full-time WKU Staff teaching assignments must adhere to the guidelines outlined in [Policy 1.5171 Full-time Staff Teaching Assignments](#).

III. Procedure

In addition to following the standard employment guidelines and procedures as defined by the Department of Human Resources and currently practiced throughout the University, the hiring process for part-time, intermittent (cooperating), and graduate assistant instructor faculty must include the appropriate review and verification of teaching credentials as follows:

1. Submission of a *Part-Time, Intermittent or Graduate Assistant Instructor Faculty Credentials* form each time a part-time, intermittent, or graduate assistant instructor faculty is assigned to teach a course they have not previously taught for WKU. A sample form may be viewed in Appendix A of this policy. The fillable form may be located at: https://www.wku.edu/academicaffairs/hiring/pt_hiring.php.
 2. Ensuring a current curriculum vitae (CV) or résumé (updated within five years) is on file with the Office of the Provost. The most current CVs/résumés are stored in the University-wide Shared Drive at: S:\UNIVERSITY-WIDE-SHARED\Faculty Credentials\01 Faculty CVs. All faculty are required to remove personally identifiable information from their CV/résumés to include: home address, personal/home phone numbers and personal e-mail address(es). If a current curriculum vitae (CV) or résumé is not on file with the Office of the Provost, the faculty member must provide one to be included with the *Part-time, Intermittent or Graduate Assistant Instructor Credentials* form.
1. Receipt of an official transcript indicating the highest degree earned. Official transcripts must be received directly from the conferring institution (not issued to the student) and should be submitted using one of the following two methods:
 - a. Electronic transcripts: provost@wku.edu.
 - b. Paper transcripts:
 WKU Office of the Provost
 Faculty Credentials
 1906 Ilege Heights Blvd. # 11008
 Bowling Green, KY 42101
 2. If applicable, submit supplemental credentialing form(s) as outlined in [Policy 1.111V Evaluation of Faculty Credentials](#). Supplemental credentialing forms include:
 - a. [18 Hours in Graduate Coursework eSignature Form](#) used to demonstrate the faculty member in question has completed 18 hours of graduate coursework

relevant to the course in which they are being assigned to teach when the faculty member does not hold a terminal or graduate degree in that particular discipline.

- i. All graduate assistant instructor faculty are required to have an *18 Hours in Graduate Coursework* form on-file for each course in which they are assigned.
 - b. [Equivalent Professional Qualifications eSignature Form](#) used to demonstrate the faculty member in question holds equivalent professional qualification such as professional licensure(s), extensive experience/knowledge in the field, etc. when the faculty member does not hold a terminal or graduate degree in that particular discipline.
 - c. Foreign Credential Memo (see Appendix B of Policy 1.111V) used to certify that a terminal, graduate degree or graduate coursework conferred by an institution outside of the United States meets standards similar to those of an accredited institution within the U.S.
3. Each appropriate hiring form must be signed by the department chair/director, 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 chair/director and approved by the dean.
4. Before an individual can be added to a course as the instructor of record (Banner – SSASECT), to allow for the submission of supplemental credential forms they must be designated as “active faculty” in Banner (SIINST). The hiring department must complete the *New Faculty Activation for Schedule Preparation* Form located under the Information Technology Service Catalog at: <https://td.wku.edu/TDCClient/Requests/ServiceDet?ID=149>.
5. Upon receipt and final review of credentials for graduate assistant instructor faculty, the Office of the Provost will notify the hiring department to begin submission of the Electronic Personnel Action Form (EPAF). EPAFs for graduate assistant instructor faculty must be routed through the normal department/college review process and the Graduate School.
6. Upon review/approval of faculty credentials for part-time faculty by the department chair/director, the hiring department may submit the appropriate Special Instructional Assignment (SIA) form.
 - a. If the part-time faculty member is also a full-time WKU staff member, the staff member must send their SIA to their immediate supervisor for electronic signature prior to sending it back to the hiring department.
 - b. The hiring department then forwards the SIA to the Dean (or designee) for review/approval.
 - c. The Dean (or designee) will subsequently send the SIA to the Office of the Provost. SIAs receive final approval for processing by Human Resources once the Office of the Provost completes final review of the faculty member’s credentials.

IV. Related Policies

Policy 1.111V Evaluation of Faculty Credentials
Policy 1.127V Adjunct Faculty
Policy 1.307V Evaluation and Orientation of Student Teaching Assistants
Policy 1.406V Course Syllabi
Policy 1.517V Full-time Staff Teaching Assignments
Policy 4.2000 Employment Authorization and General Working Conditions
Policy 4.2010 U.S. Citizenship and Immigration Services (USCIS), Form I-9
Policy 4.2051 Background Investigations

V. Reason for Revision

March 2015

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

May 2021

Amended to eliminate Policy 1.1130 Graduate Assistant Instructor Credentials, Supervision, and Evaluation, eliminate the GAI form, and clarify the hiring and credentialing process for intermittent (cooperating), part-time and graduate assistant instructor faculty.