



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.112~~4~~**2**

DIVISION: Academic Affairs

TITLE: Part-Time, **Intermittent (Cooperating)**, and **Temporary 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, and ensure that part-time, **intermittent (cooperating)** and **graduate assistant instructor 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. **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. GAIs 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 head/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 head/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 ~~forms and procedures~~ 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: ~~the requirements indicated in Section III of this policy.~~

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.
3. ~~And Receipt of~~ 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.~~ 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 College Heights Blvd. # 11008
 Bowling Green, KY 42101

4. 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.
5. **The Each** appropriate hiring form must be signed by the department head/[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 head/[chair/director](#) and approved by the dean.
6. 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/TDClient/Requests/ServiceDet?ID=149>.
7. 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.
8. Upon review/approval of faculty credentials for part-time faculty by the department head/[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.

~~9. 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

Policy 1.111V Evaluation of Faculty Credentials

Policy 1.121V Part-time Employment of Emeritus Faculty in a Teaching Capacity

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.

Appendix A

Verification of Part-Time, Intermittent or Temporary Graduate Assistant Instructor Faculty Credentials

Name of Candidate _____ WKU ID _____

Department/Affiliation _____

Appointment Type (please check one):

- Part-time Faculty [part-time employee of WKU developing and/or teaching course(s) for academic credit]
- Intermittent Faculty [non-employee/affiliate of WKU developing and/or teaching course(s) for academic credit per affiliation agreement between WKU and other cooperating educational entity (e.g. CCSA, KIIS, Dual Credit, etc.)]
- Graduate Assistant Instructor [WKU graduate student who has completed 18 hours of graduate coursework in the discipline AND the Graduate Assistant Teaching Institute (GATI) or similar college/department faculty training program as certified by the GAI's official WKU transcript].

Course Assignment(s)

The individual named above is qualified to teach the assigned course(s) and holds based on the necessary required credentials stipulated by the department on the degree field memo stored housed in the Office of the Provost at: S:\UNIVERSITY-WIDE-SHARED\Faculty Credentials\02 Current Degree Field Memos as follows: (please check one)

- Terminal or graduate degree in the required discipline (by checking this box I certify that an official transcript AND a resume/CV updated within the last five years is either en route to or on file with the Office of the Provost).
- 18 hours of graduate coursework in the required discipline (by checking this box I certify that an official transcript AND an 18 Hours in Graduate Coursework eSignature Form AND a resume/CV updated within the last five years is either en route to or on file with the Office of the Provost). **REQUIRED for all Graduate Assistant Instructor faculty.**
- Equivalent Professional Qualifications in the required discipline/field (by checking this box I certify that any relevant official transcripts AND an Equivalent Professional Qualifications eSignature Form AND a resume/CV updated within the last five years is either en route to or on file with the Office of the Provost). **REQUIRED for any faculty member who does not hold either a terminal/graduate degree or 18 hours of graduate coursework in the discipline.** An updated resume/CV (within five years) and original transcripts must be submitted to provost@wku.edu.

Please refer to Policy 1.112V *Part-time and Temporary Faculty Qualifications* and Policy 1.111V *Evaluation of Faculty Credentials* for additional information. *****NOTE: A Foreign Credential Memo (see Appendix B of Policy 1.111V) is required to certify that a terminal degree, 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.**

Department Head _____ Date _____

Dean (or designee) _____ Date _____

*****NOTE (not to be included in the final draft of this policy):**

The form above will be entirely on one page, but current policy formatting prevents that in this draft.

Revisions to this policy are intended to eliminate Policy 1.1130 included on the next two pages of this draft as well as the GAI Application which may be viewed at:

https://www.wku.edu/graduate/documents/gai_application_revised_01122016.pdf



POLICY & PROCEDURE DOCUMENT

NUMBER: ~~1.1130~~

DIVISION: ~~Academic Affairs~~

TITLE: ~~Graduate Assistant Instructor Credentials, Supervision, and Evaluation~~

DATE: ~~October 23, 2013~~

REVISED:

AUTHORIZED: ~~Gordon Emslie, Provost and Vice President for Academic Affairs~~

I. Purpose and Scope

~~The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) specifies that graduate students who have primary responsibility for teaching a course must have appropriate academic credentials. At WKU, a Graduate Assistant Instructor is a graduate student who has a teaching assignment in which s/he independently presents the course materials, whether in a classroom or laboratory setting, and who has primary responsibility for assessing the performance of students in the course content areas. The purpose of this document is to describe the University's policy regarding the academic credentials and support activities required for Graduate Assistant Instructors.~~

II. Policy

A. Credentials

- ~~1. Graduate Assistant Instructors must possess one of the following sets of credentials:
 - ~~a. A master's degree in the teaching or related discipline; or~~
 - ~~b. 18 graduate semester hours earned in the teaching or related discipline.~~~~
- ~~2. The faculty representing the program that offers courses with a given prefix are responsible for determining the fields in which the master's degree is held, or in which graduate hours have been completed, that are appropriate for teaching a course with that prefix.~~
- ~~3. The department head has is responsible for ensuring that the student has any course-specific skills and training (for example, laboratory safety training) necessary for the assignment;~~

B. Evaluation and Supervision

All Graduate Assistant Instructors must receive:

1. Initial training, which may be completed through one of the following:
 - a. Completion of the Best Practices in Mentoring & College Teaching (BPMCT) Program, offered by the Center for Faculty Development (CFD), or a similar departmentally-administered program approved by CFC;
 - b. Completion of a full-semester course in applied teaching, resulting in at least two earned graduate credit hours with a grade of B or better. The Dean of Graduate Studies and Research has final approval for the use of this course following a recommendation from the GAI Training Committee of the Graduate Council;
2. Regular in-service training, which may be completed through one of the following:
 - a. Participation in seminars offered by the Center for Faculty Development;
 - b. Departmentally-based mentoring to assist the student in the teaching process;
3. Direct supervision by a faculty member experienced in the teaching discipline.
4. Planned and periodic evaluations. For more information on evaluation of Graduate Assistant Instructors, please see Policy 1.3070, Evaluation and Orientation of Student Teaching Assistants.

II. Procedure

A. Credentials

1. An "18 Hours in Graduate Coursework" web form must be completed to document the 18 hours in the discipline or related discipline.
2. For interdisciplinary courses for which there is no clearly related academic credentialing discipline, the evaluation of credentials is completed by a faculty advisory committee; see Policy 1.1111, Evaluation of Faculty Credentials.

B. Evaluation and Supervision

1. The faculty member with the direct supervisory role must be identified on the Graduate Assistant Instructor application available from the Office of Graduate Studies and Research: <http://www.wku.edu/graduate/>.
2. For more information on evaluation procedures for Graduate Assistant Instructors, please see policy 1.3070, Evaluation and Orientation of Student Teaching Assistants.

IV. Related Policies:

1.1111 Evaluation of Faculty Credentials

1.3070 Evaluation and Orientation of Student Teaching Assistants