

UAM OPERATING PROCEDURE 435.1
RE: Employment of Part-time Faculty

November 2005
Revised: July 1, 2011
Revised: May 21, 2019
Revised: February 24, 2020

The University of Arkansas at Monticello may employ individuals for temporary appointments on a part-time basis to teach courses due to faculty shortages and/or emerging needs. An individual employed on a part-time basis will not normally teach more than two courses, or sections thereof, or 50% of the normal full time load during any term.

Exceptions to this policy require prior approval from the appropriate Vice Chancellor or Chancellor. Unit Heads may request salary exceptions related to teaching experience, academic degree, subject area qualifications, market value and other factors. The following provisions shall apply:

- Offers of employment are issued in writing by the appropriate Vice Chancellor.
- Part-time faculty hired to teach a specific course in order to meet a temporary institutions need are designated as adjunct faculty.
- Employment must be in the name of an individual.
- When employed more than halftime for an extended period, the individual may be placed in a benefits eligible instructor slot on a 50%, 75% or 100% appointment.
- Part-time faculty is a non-benefit eligible position. UAM pays only the mandatory employee contributions.
- Privileges normally extended:
 - University I.D. Card; admission to university activities; library use; temporary parking permit
- Privileges normally excluded:
 - Assigned office; catalog recognition; inclusion in commencement

1. Part-time faculty salary for teaching a three-hour course will be based upon teaching experience at UAM. See scale below.

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|-------------------|---------------|--------------|
| 2. Courses Taught | 3 credit/hour | Lab/1 credit |
| 1 – 5 | \$1500 | \$1000 |
| 6 – 10 | \$1650 | \$1100 |
| 11 or more | \$1800 | \$1200 |

3. Academic Unit Heads are responsible for maintaining historical records to determine rate of pay.

4. Salary for one-credit hour laboratories will be 2/3 the salary of a three-hour credit course.

5. Retired UAM faculty will be paid at the overload rate of \$2,100 for a three-hour course.
6. The University reserves the right to prorate the salary of part-time instructors should the adjunct instructor not meet with the students the required class time.
7. Prior to employment the Academic Unit Heads will submit a request to hire to the appropriate Vice Chancellor and obtain a transcript of the highest degree attained along with any other data necessary for internal and external data reporting.

Evaluation of Part-time Faculty

Adjunct faculty will be evaluated each semester under the direction of the unit head in a manner similar to regular faculty if feasible.