

## Hiring Part-Time Affiliate Faculty

The hiring of part-time affiliate faculty (here after “affiliate faculty”) is one of the more important things that we do. The following standards should be followed when hiring affiliate faculty.

1. Ensure the candidate is qualified to teach the College level course she/he is being hired to teach. The University Senate (fall 2016) is in the process of developing a policy to bring Bradley into compliance with new HLC rules that will be effective in the fall of 2017. Those rules indicate:
  - a. Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.
  - b. Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program. (HLC, Determining Qualified Faculty . . . March 2016).

Ideally we should work to hire instructors who hold graduate degrees “one level above the level at which they teach” in fields related to what they are teaching. In rare instances we may hire candidates who are at the same level as the degree program in which they are teaching. Currently the University Senate is working to establish policy consistent with the new HLC rules (outlined above). Each Bradley University Dean’s hires should be consistent with those rules until Senate Rules are adopted. This means each instructor must be able to demonstrate significant professional experience if we plan to hire them to teach undergraduate courses.

2. Employees who work .75 or higher are eligible for benefits. If you hire an affiliate faculty member at .75 or higher or if hiring a current part-time employee results in that employee being at .75 time or higher your budget must cover all of the benefit expenses for that employee for the year. Benefit expense is calculated at 25% of salary.

3. Teaching 3 credit hours is considered .25 of a full time position for one semester and six credits is the equivalent to .50, etc. (see sch to percent of full time conversion table that is attached).
4. It is appropriate to hire a member of the Bradley University staff to teach up to one three or four-credit course per semester as overload. Hiring a professional staff member to teach more than one three or four-credit course per semester should be an extremely rare occurrence and only happen in the case of an emergency (e.g. a very last-minute resignation or illness with no alternative available). Typically, non-exempt employees are not allowed to teach. In the rare occurrence where teaching, they should be paid at an hourly rate to be determined and would be eligible for time and a half (overtime) when going beyond 40 hours per week. Consistent with #2 above, the department or college is responsible to pay for any associated benefits.

VPAA  
11/1/2016

**SH to Percent of Full Time Conversion Table**

<b>Part Time Faculty</b>	<b>SH Taught</b>	<b>% FT</b>	<b>Annual Hours</b>
	1	8.3%	65
	1.5	12.5%	97.5
	2	16.7%	130
	3	25.0%	195
	4	33.3%	260
	5	41.7%	325
	6	50.0%	390
	7	58.3%	455
	8	66.7%	520
	9	75.0%	585
	10	83.3%	650
	11	91.7%	715
	12	100.0%	780

Based on 12 semester hours (full load) & 780 hours (1560/2)  
sch/12 = % x 780 = annual hours for part time

**Annual Hours:**

FT Faculty	1560
PT Faculty	780
FT Professional Staff	2080
PT Professional Staff	1040