

**ARTICLE ELEVEN
PART-TIME FACULTY**

- 11.1 Part-time Faculty may teach up to eleven (11) contact hours in an academic semester, and up to fifteen (15) contact hours in an academic year, excluding Summer Sessions, at the Rindge campus.
- 11.2 Part-time Faculty with more than three (3) years of service teaching at the University will be given first preference in teaching courses that are to be taught by part-time personnel. When more than one (1) part-time Faculty member is qualified and eligible to teach an available course, the offer will go first to the member with more years of service. The University will calculate years of service on the basis of total number of semesters as defined in Article Two.
- 11.2.1 If a part-time Faculty member is not going to be considered for re-hiring for the next academic year, the appropriate Dean will notify the part-time Faculty member in writing by June 1. Such notification shall be waived in the event a course is cancelled by the University after June 1 due to low enrollment (as defined in Article 20.6) or for circumstances outside the University's control such as a flood, fire, or similar events.
- 11.2.1.1 A part-time Faculty member with more than three (3) years of service who has not received such notification by June 1 shall receive full and normal consideration for course offerings for the following year, unless he or she is subsequently terminated for Just Cause (see Article 15).
- 11.2.2 To be eligible for seniority-based offers of appointment, eligible part-time Faculty members must submit a "Part-Time Teaching Availability" form to the Human Resources Department by December 1 for the next academic year (Fall Semester, Spring Semester) and Summer Sessions. If the part-time Faculty member does not submit the Form by the deadline, s/he will not be included in that year's seniority calculations. A failure to submit this form, however, will not prevent a part-time Faculty member from accruing years of service in the normal fashion.
- 11.2.2.1 S/he may be offered one (1) or more courses for the next academic year if there are still courses that need staffing after the Deans have exhausted the requests of those part-time Faculty who submitted the Form on time and are qualified to teach the available courses.
- 11.3 Senior Lecturers are part-time Faculty who by length of service, appropriate academic qualifications, quality of classroom instruction, and commitment to the University, merit consideration for a special status. Appointment to the rank of Senior Lecturer does not imply preference for full-time positions that may become available nor imply that a full-time position will be created.

- 11.3.1 Part-time Faculty members hired by the University prior to January 1, 2016 may apply for appointment to the rank of Senior Lecturer once they have taught a minimum of fifteen (15) courses on the Rindge campus. The number of Senior Lecturers is limited to a maximum of 10% of the number of full-time Faculty. Individuals who currently hold the rank of Senior Lecturer are exempt for the fifteen (15) course teaching requirement for appointment.
- 11.3.2 Senior Lecturers are appointed to a one (1) year term by the Provost in consultation with the appropriate Dean and after receiving the advice of the Faculty Affairs Committee. Following the initial one (1) year appointment, continuing Senior Lecturers may apply for a two (2)-year non-rolling contract. After this period, Senior Lecturers may then apply for a three (3)-year non-rolling contract.
- 11.3.2.1 In the event a Senior Lecturer application is denied, the Provost will communicate his/her decision, including a substantive rationale, in writing to the candidate at the time of the denial.
- 11.3.3 Senior Lecturers shall teach both fall and spring semesters, and have the following responsibilities:
- a. Teach up to eleven (11) contact hours per academic semester and up to eighteen 18 contact hours per academic year.
 - b. Advise well 10-15 students as assigned (except that the number may be up to twenty (20) when teaching the first year general education course); or serve as Faculty Advisor to a student organization or club.
 - c. Contribute Institutional Service, whether at the University, College, or Program level.
- 11.4 Except as specified in Sections 11.4.1 through 11.4.3, for purposes of defining part-time work load, a course is construed to mean an instructional section having a distinctive course number. Courses which have zero (0) credit or whose credit(s) do not count toward fulfilling graduation requirements will be included in a part-time Faculty member's total teaching load, but will not count in the calculation of the FT/PT ratio.
- 11.4.1 A course which is taught at multiple levels (for example, Drawing I, Drawing II, Drawing III, etc.) and is taught in one (1) classroom location at the same time will only count as one (1) course provided the total number of students enrolled does not exceed the normal limit established for the combined sections.
- 11.4.2 Up to eight (8) Private Instruction students taught by a Lecturer in Music equal one (1) contact hour.

- 11.4.3 When no qualified full-time Faculty member wishes to offer individual student instruction in an area which the Dean believes it to be essential, a part-time Faculty member may provide such individual instruction without that counting towards the contact hour total he or she may teach under Section 11.1. A part-time Faculty member may not, however, instruct more than two (2) students in individualized instruction in any semester.
- 11.5 For the term of this contract, a minimum of 70% of the total number of contact hours in any semester must be taught by the full-time Faculty members. For the purpose of this calculation, contact hours taught by Senior Lecturers and part-time Faculty teaching on behalf of full-time Faculty on paid leave or assignment, shall be considered to be full-time contact hours. Assignments include: sabbaticals, fellowships, grants, faculty requested research projects, non-administrative course releases and other vacancies. Unexpected vacancies are defined as vacancies which occur after a full-time Faculty member has submitted his or her signed contract.
- 11.6 Within the first month of a semester, the Dean shall report to the President of the Federation the extent to which part-time and adjunct Faculty are being utilized.
- 11.7 Any part-time Faculty member or Senior Lecturer who agrees to a University offer to exceed the teaching load limits specified in Article Eleven shall be paid as follows:
- 11.7.1 Any part-time Faculty member or Senior Lecturer allowed to teach more than eleven (11) contact hours in the Fall or Spring semester shall be appointed as a full-time Visiting Instructor for that semester and shall receive as pay one-half of the base annual salary of a full-time Instructor (Article 20.1) and the benefits appropriate for such a full-time Instructor. If the part-time Faculty member's regular rate of pay/contact hour exceeds the pay rate/contact hour of a full-time Visiting Instructor, the appointed individual will receive 120% of their normal rate of pay for up to 12 contact hour. In addition, he/she may receive overload pay as specified in Article 20.4.
- 11.7.1.1 Any part-time Faculty member or Senior Lecturer hired as a full-time Visiting Instructor for the Fall or Spring semester will accrue part-time seniority for that semester.
- 11.7.2 Any part-time Faculty member or Senior Lecturer whose teaching load in the spring semester brings his/her total contact hours taught for the academic year over the yearly limits specified in Article Eleven above shall be paid either the appropriate pro-rata share of a full-time Instructor's salary or 120% of their own regular rate of pay/contact hour, if their regular part-time pay rate exceeds the pay rate/contact hour of a full-time Visiting Instructor. The pro rata pay will be for all

contact hours taught in the semester in which the yearly limit is exceeded.

- 11.8 Each part-time Faculty member is expected to spend a reasonable number of hours on campus over and above classroom contact hours. Reasonable number of hours is defined as one (1) hour, per week, of on-campus office hours per each 2-4 contact hour course taught.
- 11.9 Unless precluded by last minute addition of instructional sections or last minute non-availability of a previously scheduled Faculty member, offers of reappointment to part-time Faculty, for existing courses or course sections, shall in all cases be tendered by the Provost, upon recommendation of the Dean, and shall be made at least thirty (30) days prior to the beginning of classes for the course being taught. Such appointments shall be conditional upon sufficient enrollment for the courses. In so far as practical, this Section shall also apply to those part-time Faculty members who receive an initial appointment.
- 11.9.1 If the University fails to meet the thirty (30) day time-frame outlined in Article 11.9, the Provost shall send with the contract offer an accompanying letter to each affected faculty member explaining why the University failed to honor the agreed-upon deadline. A copy of each such letter shall also be sent to the president of the Federation.
- 11.10 Part-time Faculty are welcome to participate in the Faculty portion of Family Weekend, Baccalaureate, Commencement Exercises, University Convocations, Faculty meetings and on-campus Admissions functions.