

ACADEMIC_Part-time Faculty Policy_008

Contents: <ul style="list-style-type: none">• Purpose• Source/Authority• Who Should Know This Policy• Policy Description• Definitions• Policy Statements• Procedure	Version Number: 2
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Purpose

This policy provides the procedure for appointment of part-time faculty at QU, in addition to expectations of the position and compensation.

Source / Authority

This policy was developed by the Office of the Vice President for Academic Affairs and endorsed by the University President. The Office of the Vice President for Academic Affairs Officer is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director/ Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees



Policy Description

The part-time faculty policy defines the rules and regulations of hiring part-time faculty including their qualifications, rights, responsibilities and annual appraisal.

Definitions

Part-time faculty are qualified members hired to teach courses at the university as needed, and are not considered full-time faculty at Qatar University.

Policy Statements

1. The qualifications criteria for appointments of part-time faculty are to be guided by the standards for full-time faculty as per applicable policies.
2. Part-time faculty are subject to rules and regulations of Qatar University.
3. Part-time faculty performance shall be evaluated according to the rules and regulations set by the University.
4. Responsibilities of a part-time faculty is similar to regular faculty but executed in a temporary bases.
5. Part-time faculty members have the following rights and privileges:
 - (a) Access to University instructional and research resources in compliance with Qatar University regulations.
 - (b) Access and use of Qatar University facilities.
 - (c) Use of faculty parking.
 - (d) Participation in Qatar University events.
 - (e) Access to Qatar University IT facilities.
6. Part-time faculty should not be assigned more than two courses per semester. Any extra teaching assignment must be approved by the VPAA based on recommendation of the Dean.
7. Part-time faculty will be compensated as per approved policies.

Procedures

1. Appointments of part-time faculty must be processed in the same way as regular faculty appointments. A Department Head forwards to the Dean a nomination for recruitment who in turn makes a recommendation to the VPAA. The VPAA decides on the recommendation and makes the appointment.
2. In addition, colleges should secure the VPAA approval using the QU Visiting/Part Time Academic Staff Position Approval Form and ensure that following are included with the request to hire part time faculty:
 - (a) The proposed academic rank and title with supporting documentation.
 - (b) Course/s to be assigned with rationale for need.
 - (c) Faculty credential documentation.
 - (d) The nominee's full and current curriculum vitae
 - (e) Copy of the terminal degree diploma/transcript.

