



POLICY STATEMENT 233 PART-TIME FACULTY

Revision: 6

Last Reviewed: February 15, 2024

Effective: February 16, 2024

PURPOSE: To define policies governing part-time faculty.

GENERAL POLICY:

I. DEFINITION

A part-time faculty member is one who is appointed for less than full-time service and receives a proportionately reduced stipend. Part-time faculty are members of the academic staff but not members of the Faculty Council. As a class, however, part-time members of the academic staff having the rank of Lecturer I or higher may be enfranchised to the degree deemed appropriate by the departmental faculty.

II. SELECTION

Selection of part-time faculty is accomplished primarily through the academic department. When making a part-time appointment, the department should present the candidate for review by the faculty if time permits. Once the department chair, director, and/or faculty have made their determination, the department chair or director forwards his/her recommendation to the Provost and Vice Chancellor for Academic and Student Affairs.

III. ACADEMIC/PROFESSIONAL PREPARATION

Part-time faculty members teaching credit courses must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such exceptions must be justified on an individual basis by the institution.

Part-time faculty members who teach developmental courses must have a bachelor's degree in a discipline related to their teaching assignment and either classroom experience in a discipline related to their teaching assignment or graduate training in remedial education.

All part-time faculty must have official transcripts of all college work sent to Human Resource Management within 30 days of their employment.

IV. PROFICIENCY IN WRITTEN AND ORAL COMMUNICATION



All part-time faculty must be proficient in written and oral communication in the language in which the course(s) is being taught. This proficiency must be documented as described in Policy Statement 232.

V. RANK

Part-time faculty are generally hired at the rank of Lecturer. A part-time faculty member who has retired from LSUA with ten (10) or more years of full-time service at LSUA will be appointed at the rank held upon retirement regardless of degree and will be paid a salary of \$875 per teaching credit hour regardless of the semester in which the class is taught.

The following salary scale is established for part-time faculty members other than retired LSUA faculty:

| Degree | Rank | Salary per work load hour |
|---|--------------|----------------------------------|
| Master's degree (non-terminal) or below | Lecturer I | \$575 |
| Terminal ¹ or Master's degree with 10 or more years of service | Lecturer II | \$675 |
| Terminal degree with 10 or more years of service to LSUA | Lecturer III | \$775 |

An increase in salary level may be approved by the Provost and Vice Chancellor for Academic Affairs and Chancellor when exceptional circumstances exist. The department chair will provide supporting documentation for such requests.

Laboratory, activity, and clinical equivalents will be determined under the guidelines of Policy Statement 209.

Full-time non-faculty LSUA staff members who teach will be compensated at the rate of \$2,625 for a 3-credit course, regardless of the semester. Non-faculty staff members who are invited to teach may teach no more than one course during regular working hours and one course after hours. Staff members teaching during the day for additional compensation are expected to make up the time in consultation with the appropriate Vice Chancellor. All teaching assignments of staff must be approved by the appropriate Vice Chancellor and Chancellor prior to publication of the schedule of classes.

¹For the purpose of part-time pay determination the following degrees would be considered terminal: EdD, PhD, MD, PharmD, JD, DDS, DMV, MFA, MLS, MSW, DNP, DNS and PsyD.



VI. ORIENTATION AND CHECKOUT

All part-time faculty members will receive orientation to department and university procedures prior to their first class by their department chair or director. All part-time faculty who are expected to teach online courses must complete LSUA's online training prior to teaching an online course. The department chair or director will make certain that the faculty member has a place to conduct office hours, is enrolled in the online professional development course, and has other necessities as appropriate.

When a part-time faculty member's employment with LSUA is terminated, he/she must return all keys and other LSUA property, turn in the course grades for the semester, and give all class records and unreturned student materials (e.g., exams and papers) to the department chair or director.

VII. EVALUATION

Department chairs or directors are responsible for evaluating part-time faculty using the Part-time Faculty Evaluation Form. Any part-time faculty person who wishes to continue teaching courses with LSUA shall be evaluated annually, which includes a minimum of one classroom visit or review of online course by the department chair or director. These procedures must include a review of student evaluations of instruction. The completed Part-time Faculty Evaluation Form will be forwarded to the Dean for review.

IX. OFFICE HOURS

Part-time faculty are required to keep office hours as described in Policy Statement 231.

X. PROFESSIONAL ETHICS

The expected standards of professional behavior for a part-time faculty member are the same as those for full-time faculty and are described in Policy Statement 213.

XI. ACADEMIC FREEDOM

LSUA is committed to the principle of academic freedom, which acknowledges the rights of teachers to explore fully within the fields of their assignments and to give in the classroom and elsewhere such exposition of their subjects as they believe to represent truth. This principle also includes the right of a member of the academic staff to exercise in speaking, writing, and action outside the university the ordinary rights of an American citizen, but it does not decrease the responsibility which the faculty member bears to the university, the state, and the nation. Among the many implicit responsibilities of academic freedom is that of refraining from insistence that students or others accept any controversial point of view as authoritative. Academic freedom does not extend to any kind of abuse or infringement of the rights of others.

XII. FACULTY GRIEVANCE

Any part-time faculty member who believes he/she has cause for grievance because of unfair treatment may petition the LSUA Faculty Senate. The petition shall set forth in



detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any facts or other data that the petitioner deems pertinent to the case. The Faculty Senate shall decide if an investigation is appropriate and shall conduct such an investigation if it is deemed appropriate. The Faculty Senate will make a decision on the grievance petition and communicate that decision to the petitioner and all other directly-affected persons.

FACULTY EVALUATION FORM – On-campus or In-person Course
LOUISIANA STATE UNIVERSITY of ALEXANDRIA

PART-TIME FACULTY

NAME: _____

DEPARTMENT: _____ COURSE: _____ SEMESTER: _____

| | Excellent | Satisfactory | Unsatisfactory | Unable to Judge/ Not Applicable |
|--|-----------|--------------|----------------|------------------------------------|
| Evaluation of Instruction: | | | | |
| Demonstrates knowledge of teaching discipline | _____ | _____ | _____ | _____ |
| Maintains high academic standards | _____ | _____ | _____ | _____ |
| Meets classes regularly & for entire period | _____ | _____ | _____ | _____ |
| Uses class time effectively & productively | _____ | _____ | _____ | _____ |
| Plans & prepares class presentations effectively | _____ | _____ | _____ | _____ |
| Keeps abreast of current changes & revises course presentation | _____ | _____ | _____ | _____ |
| Follows a well-planned course syllabus covering core content | _____ | _____ | _____ | _____ |
| Is available to assist students outside of class | _____ | _____ | _____ | _____ |
| Meets responsibilities & deadlines..... | _____ | _____ | _____ | _____ |
| Cooperates with colleagues & administration..... | _____ | _____ | _____ | _____ |
| Rating | _____ | _____ | _____ | _____ |

The following materials were reviewed or requirements were met:

- _____ Course Syllabus
- _____ Student Evaluations of Instruction
- _____ Grade Distribution
- _____ Attended annual Adjunct Faculty Meeting
- _____ Met minimum of twice with program faculty mentor/chair

Date and Peer Evaluator for classroom observation, if applicable: _____

Department Chair/Evaluator's comments:

Department Chair/Evaluator's signature: _____/Date: _____



FACULTY EVALUATION FORM – Online Course
LOUISIANA STATE UNIVERSITY of ALEXANDRIA

PART-TIME FACULTY

NAME: _____

DEPARTMENT: _____ COURSE: _____ SEMESTER: _____

| | Excellent | Satisfactory | Unsatisfactory | Unable to Judge/ Not Applicable |
|---|-----------|--------------|----------------|------------------------------------|
| Evaluation of Online Instruction: | | | | |
| Instructor demonstrates knowledge of teaching discipline | _____ | _____ | _____ | _____ |
| Instructor maintains high academic standards | _____ | _____ | _____ | _____ |
| Course design promotes ease of navigation by students..... | _____ | _____ | _____ | _____ |
| Course content is effectively delivered through a variety of online resources | _____ | _____ | _____ | _____ |
| Course provides opportunities for students to engage with faculty and peers | _____ | _____ | _____ | _____ |
| Instructor keeps abreast of current changes & revises course presentation | _____ | _____ | _____ | _____ |
| Course follows a well-planned course syllabus covering core content | _____ | _____ | _____ | _____ |
| Instructor is responsive to students' emails and questions | _____ | _____ | _____ | _____ |
| Instructor meets responsibilities & deadlines..... | _____ | _____ | _____ | _____ |
| Instructor cooperates with colleagues & administration..... | _____ | _____ | _____ | _____ |
| Rating | _____ | _____ | _____ | _____ |

The following materials were reviewed or requirements were met:

- _____ Course Syllabus
- _____ Student Evaluations of Instruction
- _____ Grade Distribution
- _____ Attended annual Adjunct Faculty Meeting
- _____ Met minimum of twice with program faculty mentor/chair

Department Chair/Evaluator's comments:

Department Chair/Evaluator's signature: _____ /Date: _____

(Rev. 07/23)

Copy emailed to part-time faculty member _____

APPROVED: 
Paul Coreil, Ph.D., Chancellor

2/16/24
Date