

INSERT in SECTION III.D.1 between *Terms of Employment* and *Hiring Plan*.

### *Part-Time Faculty*

Faculty may benefit from a part-time appointment. The University wishes to accommodate these faculty members, if possible, without negatively impacting their program, department, or University function. Thus, appointments for not less than fifty percent (50%) time may be offered for all ranks. The workload (e.g., teaching, scholarship, and service) and support provided (e.g., startup money, teaching, and/or research assistance) will be similar to a full-time faculty member, except they may be prorated for the percentage of the appointment. The duties and support for a part-time faculty member should be specified in the offer letter signed by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus), and provost. Part-time faculty members have the same rights and responsibilities as full-time faculty members except as otherwise provided in the *Faculty Manual* and are subject to the following rules that are specific to their positions.

Faculty may be initially appointed to a part-time position with the University. To facilitate this process, advertisements for faculty positions may be written to allow applicants to request either full-time or part-time appointments. Those appointed initially to a part-time position have no guarantee that they can subsequently move to a full-time appointment if they wish to do so. Any increases or decreases in the percentage of appointment must be accompanied by a new written agreement signed by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus), and provost that specifies the new percentage of appointment and the duties and support associated with the new position. If a tenured faculty member's part-time appointment is permanently increased in the same department in which they hold tenure, tenure for the increased portion of the appointment must be granted automatically.

Full-time faculty members who wish to change to part-time status may do so subject to the following conditions.

- (a) Under most circumstances, tenure-track faculty members may not convert to part-time until they have obtained tenure.
- (b) Tenured faculty or faculty on continuous contracts may request a permanent change to a part-time appointment. This change, if granted, must be agreed to in writing by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus) and provost. The written agreement must specify the new percentage appointment and the workload and support associated with the new position. There is no guarantee that such a faculty member can return to full-time status. A return to full-time status requires the written agreement of the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus), and provost.
- (c) Faculty may request a temporary change to part-time status in one-semester increments (6-month increments for 12-month appointees) for up to two (2) years. This change, if granted, must be agreed to in writing by the faculty member, chair, dean, campus VCAA (dependent on college and WSU campus), and provost. The written agreement must specify the percentage appointment, the duties and support associated with the position, and the time for which the appointment is changed. There is no limit to the number of times that a faculty member can request a change in appointment as long as the faculty member returns to full-time status for at least two (2) years between events.

The standards for promotion and tenure are the same for part-time faculty as for full-time faculty members, except that part-time faculty members may be granted a proportionally longer period

in which to meet these standards. For example, a faculty member with a 50% appointment should be given a probationary period of up to 12 years, whereas a faculty member with a 75% appointment should be given a probationary period of up to 8 years.