



## Ohio Administrative Code

### Rule 3344-12-03 Policies pertaining to part-time single term instructors.

Effective: October 10, 2016

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#### (A) Qualifications.

Except in rare cases where an exception can be justified on academic grounds, a part-time single term instructor shall possess at least a master's degree or its equivalent in the field in which the faculty member is engaged to teach. Continuation of an appointee's services during successive (not necessarily consecutive) academic terms requires satisfactory teaching evaluations.

#### (B) Procedures for awarding teaching contracts to part-time single term instructor.

Candidates for positions as part-time single term instructor shall be recruited or assembled in accordance with university general employment guidelines. Department faculties (or colleges) may assign to an appropriate peer review committee or its equivalent (paragraph (I) of rule 3344-11-02 of the Administrative Code) the responsibility to review the qualifications of persons to be engaged as part-time instructors. The department chair or dean shall have discretionary authority to engage a particular part-time single term instructor for two academic semesters. Reappointment beyond the second semester is contingent upon evaluation of teaching competency.

#### (C) Tenure exclusion.

Service as a part-time single term instructor does not accrue tenure rights. Part-time single term instructors serve by the mutual agreement expressed in each successive contract executed and are engaged to teach at the convenience of the university.

#### (D) Limitation of service.

A part-time single term instructor shall not have teaching responsibilities exceeding nine credit hours per semester, and no other responsibilities such as accrue to full-time faculty.



(E) Privileges and responsibilities.

Part-time single term instructors have the same right as regular status faculty members to attend appropriate faculty meetings, whether these are committee, departmental, college, faculty senate, or university faculty meetings, and within the requirements of good order, to debate issues.

(F) Non-renewal.

Appointment to part-time single term instructor status is predicated upon the mutual benefit derived for the university and the person appointed, especially including the opportunity for a person with special expertise to provide valued services to the profession and the community by sharing knowledge and collaborating in the search for knowledge. The appointment may not be renewed for the subsequent semester by the part-time single term instructor or the university when, in the judgment of either party, the appointment is no longer mutually beneficial.