

## PL-ACADEMIC-008: Part-time Faculty

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### Policy Description

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This policy defines the basis for academic promotion at QU, and its procedures.

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### Who Should Know This Policy

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

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## 8.1 Part-Time Faculty

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A part-time faculty member is an individual of any academic rank who is employed for partial work load. A part-time faculty member performs similar duties and responsibilities of a full-time faculty, but with a reduced load. A part-time faculty member must have sufficient academic qualifications to accomplish the required duties

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## 8.2. Expectations

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A part-time faculty member is expected to be primarily involved in teaching. In assessing competence in teaching, same as for regular faculty, evidence is to be collected from evaluations completed by students and peers attending lectures, laboratories, seminars, etc., where the faculty is teaching. Other performance indicators include the use of innovative and constructive teaching methods, ability to communicate well with students and the performance of students on examinations. At the end of each semester, the part-time faculty member is required to submit a course file for each course taught. **Each course file should include:**

1. Course Syllabus (in accordance with Qatar University Course Syllabus Format Guidelines)
2. Samples of instructor's work (to demonstrate innovations introduced into the course, variety of presentation methods, etc.)
3. Students record sheet that include attendance and grades of all assessment tools adapted by the instructor (e.g., exams, home works, projects, essays, etc.)
4. A sample of the best, worst, and average student's work of all assessment tools
5. Instructor End Of Course Reflection Report that includes, for example, suggestions for updating contents, suggestions for course improvements, etc.
6. Students opinion and peer evaluations

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## 8.3. Procedure for Hiring a Part-Time Faculty

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Hiring a part time faculty and the follow up on his/her performance **is ultimately the Department Head responsibility**. The part-time faculty must have the same qualifications as a regular faculty. The following procedures must be followed when hiring a new part time faculty:

1. Following the Department recommendation the Department Head forwards to the Dean a nomination for the post. The nomination must include:
  - Justification for the deputing,
  - Proposed academic rank for non-academic nominee(s)
  - Nominees' full curriculum vitae.

2. If the Dean supports the nomination the Department Head then finalizes the agreement with the hire(s). Assignments are given for a semester as needed.
3. An official request should be submitted from the Dean of the College to the Office of VP&CAO, specifying the following:
  - (i) Justification for the request (access in teaching load, purposely planned to enrich the course by professional expertise, ...)
  - (ii) Name, CV, contact numbers/e-mail, work place details of the nominee for the commissioned teaching, and the name and contact numbers of the person he/she reports to.
  - (iii) The proposed academic rank for the assignee.
4. The official request from the College should be attaching an updated CV of the nominee.
5. Planning is critically important, therefore, all requests should be submitted **a term a head of the offering of the course**. Only in exceptional cases, this term of reference will be waived (e.g. a faculty has submitted a sudden sickness leave).
6. Once the request has been approved by the VP&CAO, the office of VP&CAO will be contacting the working place of the assignee to seek their official approval.
7. Upon receipt of the approval of the working place the nominee is affiliated to, a copy will be sent from the office of VP&CAO to the following :
  - (i) Chair of the department offering the course.
  - (ii) Dean of the College.
  - (iii) Assignee
8. The chair of the department will be responsible on ensuring that the **assignee is being oriented, advised of his teaching responsibilities**, and that all quality assurance measures of the delivery are being adhered to, with respect to content of the teaching material, format of delivery and mode of instruction, assessment and grading scheme.
9. By the end of the semester, when the grades have been submitted, the Department Head is requested in coordination with the assignee to fill a **Request for Payment (Honorarium)**.
10. The **Request for Payment (Honorarium)** has to be signed by both the Chair of Department, and Dean of the College.

11. The Department/College submits the signed form to HR, together with a copy of the letter of approval for assigning the commissioned work, to process the *Honorarium*.

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## 8.4. Teaching Load Assigned to a Part-time Faculty

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1. A part-time Faculty, who holds a permanent job out side QU, should be assigned **one course only per semester**.
2. Hamad Medical Corporation employees, and unemployed part-time Faculty, should not be assigned more than **two courses per semester**.
3. Exceeding the above mentioned teaching load for a part-time can be granted based on **recommendation of the Dean, and approval of VP&CAO**.

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## 8.5. Compensation

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1. The part-time faculty will be compensated according to course contact hours.
2. The Department Head will be responsible for verification of contact hours, to determine the rate based on its classification.
3. The hourly rate is calculated based on the equivalent academic rank suggested by the College/Program, the academic rank start basic salary and nature of the activity in accordance with Qatar University compensation policy.
4. Any exceptional allowance should only be approved by the Vice president and Chief Academic Officer and endorsed by Qatar University President.
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