
8.1 Part-Time Faculty

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

8.2. Expectations

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

8.3. Procedure for Hiring a Part-Time Faculty

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.