

Part-Time Tenure Track Appointments Proposal for Inclusion in Faculty Handbook
Approved by Faculty Senate at the March 28, 2016 Meeting

7. PART-TIME TENURE-TRACK APPOINTMENTS

While tenure-track and tenured appointments are usually full time, Northern Kentucky University recognizes the importance of flexibility of employment so that faculty can better manage the balance between their professional work and personal obligations, either over a defined period of time or permanently. This policy is intended to encourage departments to accommodate reasonable requests for part-time appointments; however, part-time appointments are not an entitlement, and requests may be turned down when the faculty member and the department cannot agree upon a workable plan.

Tenure-track faculty members may request a *term* (with specific starting and ending dates) part-time appointment for reasons of balancing work and family such as the arrival or care of a child, the care of a family member, for personal circumstances related to the health of the faculty member, or, in certain circumstances in order to maintain certification in a clinical field. A term part-time appointment requires the issue to be revisited on an annual basis. The mandatory tenure year will be adjusted accordingly.

Tenured faculty members may request either *term* or *permanent* part-time appointments for reasons stated above, or to balance work at NKU with professional practice or significant community or public service. Examples include a professor who wishes to serve as a consultant in addition to an appointment at NKU; a professor who wishes to engage in entrepreneurial activity outside of university responsibilities; or a professor who runs for public office for a limited term and wishes to reduce the workload at NKU for that period. Other reasonable justifications may be considered if approved by the department head or chair, dean, and provost.

Part-time appointments are made for any fraction 50 percent or greater of a full appointment; faculty members receive proportional salary. Faculty members considering such appointments are strongly encouraged to meet with representatives in the benefits office in the Department of Human Resources to gain a clear understanding of any potential impact on their benefits. Likewise, the allocation of university resources, such as office and lab space, will be negotiated as part of the written agreement.

7.1 TERM PART-TIME TENURE-TRACK AND TENURED APPOINTMENTS

Term part-time appointments are made for increments of one academic year. During the duration of the year, conditions of the appointment may be changed only with the written

agreement of all parties. A term appointment must specify the date on which the faculty member is expected to return to full-time status. Renewal of a term appointment should be negotiated no less than three months before the end of the current academic year so that the department can plan accordingly.

Only the faculty member may initiate a request for conversion from full-time to part-time appointment. The reasons for the request should be clearly stated on the request form (provided on the Provost's website). The department chair should make a careful assessment of the needs of the department and, in consultation with the dean, work with the faculty member requesting the part-time appointment to facilitate the request whenever possible.

The written agreement should include a statement of work expectations for the part-time appointment. Generally, faculty members continue to contribute to all areas of responsibility, but with reduced expectations for accomplishment proportional to the fractional appointment. Service responsibilities for faculty members on part-time appointments are generally proportional to their appointments. Faculty members on part-time appointments are not excused from regular departmental, college, or university service because of the part-time appointments.

The written agreement for either an initial appointment or a conversion of a full-time appointment to part-time status and any subsequent renewal requires the approval of the faculty member, department chair, dean, and provost.

An initial *term* part-time appointment, either tenured or tenure-track, may be approved consistent with the intent of this policy. The expectation is that the subsequent reappointment, if recommended, is for a full-time position, unless the faculty member requests a renewal of the term part-time appointment in accordance with these guidelines.

The mandatory tenure year will be set upon the initial hire. This date will normally reflect an adjustment relevant to the percentage of appointment (for example, a 50% appointment would apply for tenure no later than year 12; a 75% appointment would apply for tenure in year 9, etc.). However, adjustments will need to be made if the percentage of appointment fluctuates during the pre-tenure period and these adjustments will need to be approved in writing by the department chair, dean and provost. The Office of the Provost is responsible for keeping track of the mandatory tenure year for all pre-tenure faculty and for communicating that tenure year, in writing, to each part-time tenure-track candidate.

7.2 PERMANENT PART-TIME TENURED APPOINTMENTS

For *permanent* part-time tenured appointments with no end date, a return to a full-time appointment is not guaranteed and the faculty member remains entitled to the tenured appointment on the part-time basis only. However, an increase in the percent of the appointment up to full-time may be renegotiated between the faculty member and department chair if mutually agreeable and funds are available. The department and the college determine the best way to cover the costs of the academic work in the case of conversion to a permanent part-time appointment.

Faculty members on part-time appointments, whether term or permanent, retain all rights and responsibilities attendant to their appointment as a tenured faculty member.