

# PART-TIME FACULTY INACTIVITY SEPARATION

**POLICY NUMBER:** ADM-PTFAC-INACTSEP

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** PROVOST/EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

**RESPONSIBLE OFFICE:** PROVOST/EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 8/07/2018

**NEXT REVIEW DATE:** PREVIOUS REVIEW PLUS FOUR (4) YEARS – 6/07/2026

**SUPERSEDES POLICY DATED:** N/A

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

The purpose of this policy is to establish guidelines for the separation of part-time faculty who have been inactive for 24 months. Northern Kentucky University's (NKU) policy is to fully comply with the state regulation ([KRS 164.281](#)) that requires a new background check at the initial point of hire. This policy defines the steps to be taken by the appropriate departments and colleges to separate those individuals that meet the status of inactivity.

## II. ENTITIES AFFECTED

This policy will apply to all part-time faculty assignments.

## III. DEFINITIONS

**Part-Time Faculty:** Faculty member who teaches less than or equal to 9 credit hours in a given semester, and is assigned to a part-time position, as determined and assigned by the University.

**Inactive Part-Time Faculty Member:** A part-time faculty member who has not taught any course for 24 consecutive months.

## IV. RESPONSIBILITIES

**Provost and Executive Vice President for Academic Affairs** - Run report(s) to compile a list of those part-time faculty members who have been inactive for 24 months, and contact departments/colleges with a list of those that need to be separated. Deactivate faculty member within Digital Measures (DM) once the faculty member has been separated and has been verified via Human Resources (HR).

**Colleges** - Submit a separation Personnel Action Request (PAR) for part time faculty member(s) who have been inactive for 24 months.

**Human Resources Department** - Separate faculty member once a PAR is submitted. Work with the Provost's office if verification is needed on who should/should not be separated.

## V. PROCEDURES

**Determining who should be separated:** After the start of the second session of the Fall and Spring semesters, the Provost's Office will run a report to determine if a part-time faculty member has been inactive for 24 months since the date of hire. The report run will be the "Scheduled Teaching" report from Digital Measures (DM). This report will be matched against the Faculty File List (FFL) that is compiled and updated in the Provost's Office that lists all active faculty members. If need be, the Provost's Office will work with HR to ensure the appropriate individuals and their assignment(s) are being requested for separation.

**Contact departments/colleges:** Once a list has been compiled of those needing to be separated, the Provost's Office will contact the respective department/college to request a separating PAR. If the department/college believes that a part-time faculty member has been active within the past 24 months, it is the responsibility of the department/college to contact the Provost's Office with documentation.

**Separation of part-time faculty:** HR will separate the part-time faculty member(s) once a separation PAR has been submitted and approved by the appropriate individuals. The part-time faculty member will be separated from the University, deactivated from DM, and marked inactive on the FFL.

## VI. EXCEPTIONS

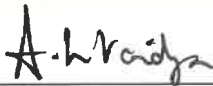
The Provost and Executive Vice President of Academic Affairs may grant an exception to this policy.

### REVISION HISTORY

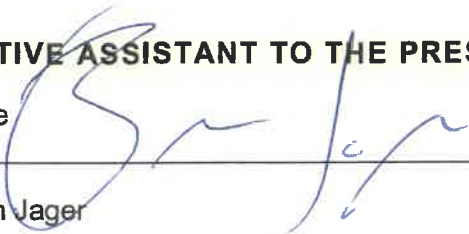
REVISION TYPE	MONTH/YEAR APPROVED
Review with No Changes	June 7, 2022
Editorial Update to URL & Formatting	June 7, 2021
New Policy	August 7, 2018

# PART-TIME FACULTY INACTIVITY SEPARATION

## PRESIDENTIAL APPROVAL

<b>PRESIDENT</b>			
Signature		Date	8/7/18
Ashish K. Vaidya			

## BOARD OF REGENTS APPROVAL

<b>BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)</b>			
<input checked="" type="checkbox"/> This policy was forwarded to the Board of Regents on the <b>Presidential Report (information only)</b> . Date of Board of Regents meeting at which this policy was reported: <u>9 / 12 / 18</u> .			
<input type="checkbox"/> This policy was forwarded to the Board of Regents as a <b>Presidential Recommendation (consent agenda/voting item)</b> .			
<input type="checkbox"/> The Board of Regents approved this policy on ____/____/____. (Attach a copy of Board of Regents meeting minutes showing approval of policy.)			
<input type="checkbox"/> The Board of Regents rejected this policy on ____/____/____. (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)			
<b>EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS</b>			
Signature		Date	9.18.18
Benjamin Jager			