

The University of North Carolina Wilmington
The Women's Studies & Resource Center
Part-Time Faculty

Hiring Practices

1. The Director of the WSRC will take the following policies into account when hiring instructors: SACS, our accrediting organization, has required that "Each full-time and part-time faculty member teaching credit courses leading toward the baccalaureate degree, other than physical education activities courses, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline."

UNCW currently has a policy under which someone lacking a Master's degree but having particular expertise in an area may be permitted to teach (see below).

http://www.uncw.edu/aa/Policies_Reports/CredentialingFac_Policy.html

Policies/Reports: Credentialing Faculty on the Basis of Professional and Work Experience Policy

To insure that the university employs only fully qualified faculty members, the Chair of the Employing department MUST justify in writing the employment of each full-time or part-time faculty member who lacks at least a master's degree in the field of instruction, or for graduate instruction, lacks the terminal degree. The justification MUST include all relevant professional training, work experience, and evidence of recognition of competence by peers within the teaching field. The justification letter MUST be supported by external documentation, such as employer references on company or institutional letterhead stationery, awards, prizes, publications, or other recognition of performance in the subject that the faculty member is to teach. The chair's justification letter MUST be approved by the appropriate dean, and MUST be placed in the official personnel file of the faculty member.

See the CAS Procedures for Part-Time Faculty Recruitment

<http://www.uncw.edu/cas/policy%20&%20procedures/314pthiring.htm>

Evaluation of PT Faculty

1. Classroom observation:

- WMS 210/212 faculty will be observed each semester by the director. If a WMS faculty member teaches in another department at UNCW and has a semester classroom visitation in that department, then the WMS faculty member may only be observed once by the WSRC director in that given year.
- The director will complete a WSRC Classroom Visitation Report of the WMS faculty.
- The director and the faculty member will meet to discuss the class that was observed within two weeks of the observation; after discussion, both director and faculty member will sign the Classroom Visitation Report which will remain on file at the WSRC. The faculty member may request a copy for

his/her own records. It is expected that suggestions be taken into consideration in WMS teaching and that evidence of these suggestions be viewed in future class visitations of WMS 210/212.

- PT Faculty SPOTS are reviewed by the director of the WSRC. Copies of the data and compilation of number 16 are kept on file at the WSRC; originals are returned to the faculty member.
- Continuation in teaching for the WSRC is based on need, teaching performance, support of the WSRC's mission and adherence to best practices as stated on this policy sheet. The director supervises part-time WMS faculty for WMS 210/212 and ultimately makes decisions as to the hiring and continuation part-time faculty for the WSRC.

2. Semester materials:

- The director will keep on file a copy of a résumé and transcripts of WMS faculty.
- At the beginning of each semester, the WMS 210/212 faculty will submit a syllabus in electronic form to be kept on file in the WSRC.
- At the end of each semester, the WMS faculty member will submit assessment evidence to help the director in the evaluation of the WMS minor; evidence may include: a representative test taken by a student, a final exam with corrections and grade or student project.
- In keeping with the UNCW Faculty Handbook, at the end of the semester, the WMS faculty member must submit any unreturned graded materials from the semester (exams, final compositions, etc.) and a copy of the grade and attendance sheets to the director of the WSRC.
- The director will keep these materials on file for one year, as required by the UNCW Faculty Handbook.

3. Other details:

- As mentioned in the UNCW Faculty handbook, "Adjunct and part-time members of the faculty do not receive benefits normally associated with full-time employment, nor does such service count toward the attainment of a tenured position", http://www.uncw.edu/fac_handbook/employment/fac_status/part_time.htm
- Before the hire of any PT WMS faculty already teaching for another academic unit at UNCW, the WSRC director will inform the PT faculty's chair of the faculty member's WMS course load and potential schedule.
- PT Faculty have the opportunity to serve on the Women's Studies Advisory Board during the semesters they teach for the WSRC.
- PT Faculty are expected to hold office hours and indicate these office hours and professional contact information to the WSRC Administrative Associate (AA).
- PT Faculty may be asked to meet with the director to review program development and practices.
- PT Faculty will receive a photocopy stipend of \$25 per class on their One Card. The AA of the WSRC is responsible for scanning and photocopying materials for our WMS courses. We ask that instructors request copies or scanning at least 72hrs before need of the materials. Requests can be made through email & attachment or by dropping off materials at the WSRC and filling out a

copy/scan request sheet. A confirmation email will be sent once copies/scans have been prepared. At that time, faculty will inform the AA of delivery arrangements (work-study drop off, pick up, campus mail, SharePoint). Every effort will be made sure that the WMS faculty receives materials in a timely manner.

- PT WMS faculty should inform the WSRC if they will be absent from class or if class has been rescheduled for a different time and place.
- Teaching materials are available in the WSRC for WMS 210/212 faculty (textbooks, markers, erasers, Scantrons, for example); home departments are neither responsible to supply materials nor to be charged for materials used in WMS 210/212.
- Classroom keys are available from the department 'owning' the classroom.
- As of spring 2009, the WSRC does not supply office space, computers or travel funding for PT faculty. The main office of the WSRC has a computer, printer and scanner available to PT WMS faculty.
- PT faculty are welcome to apply for the Women's and Gender Studies Faculty Award, <http://www.uncw.edu/wsrc/documents/WMSfacultyaward.pdf>