

## **TERMS OF EMPLOYMENT**

### **Contracts**

Appointments generally are made for a period of nine to twelve months, with twelve-month appointments extending through the fiscal year (July 1 through June 30) and nine-month appointments, through the academic year (mid-August through mid-May). In the event that employment is or subsequently becomes for one semester, either fall or spring, the salary shall be one-half of that for the nine-month period. Contracts are issued annually by the President of the University for employees reporting directly to him. Other contracts are issued annually by the Provost on recommendation of the appropriate dean or department chair. Contracts are sent in duplicate, the original to be signed by the faculty member and returned to the Human Resources Office. Contracts for interim periods and for summer teaching are issued at appropriate times.

### **Teaching Assignments and Loads**

The usual teaching load at the University is twelve credit hours. Fifteen hours per week is the maximum contact time in Schools or departments involved in laboratory, studio, or physical education instruction. Teaching assignments will of course be affected by the number of students in the class, the level of the course, research, and other factors. Adjustments in teaching loads may be made when the faculty member is assigned other time-consuming responsibilities. Because the University must serve adults in the community who cannot attend regular daytime classes, faculty members frequently are expected to assume continuing education assignments and evening assignments.

### **Part-Time Faculty**

In the normal offerings of its curriculum, Francis Marion University employs faculty on a part-time as well as a full-time basis. **No distinction is made in the procedure by which full-time and part-time faculty members are recruited, although vacancy announcements are less widely circulated for part-time faculty. Part-time faculty must meet the same professional, experiential, and scholarly criteria as those of their full-time counterparts. Part-time faculty (like full-time faculty) must have at least the Master's degree in field or a Master's degree with at least 18 graduate hours in the teaching field to qualify** for teaching, as required by the Southern Association of Colleges and Schools (SACS). Part-time faculty are employed by the semester only, do not accrue time toward tenure or promotion, and are not eligible for certain fringe benefits.

Part-time faculty are provided orientation and supervised by their respective deans or department chairs, who also have the responsibility for the evaluation of part-time faculty. As a condition of their employment, part-time faculty members agree to be available on a regular basis to their students for purposes of academic assistance. Part-time faculty are appointed as part-time instructors or lecturers.

Part-time faculty members have the right to attend faculty meetings and enjoy the privilege of the floor. However, they do not have the right to vote. Part-time faculty members do not serve on University-wide committees.