



Faculty Titles and Expectations	1-007 Academic Affairs
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1.0 POLICY

- 1.01 Adjuncts and part-time instructors work for OPSU on a part-time basis. Although adjuncts and part-time instructors are highly qualified to teach at OPSU, these individuals are not permanently affiliated with OPSU, nor do they receive the same benefits as their full-time colleagues.
- 1.02 An adjunct instructor is a part-time faculty member hired on a semester-by-semester basis. Teaching each semester/session is not guaranteed. Adjuncts are paid by course at \$575 per credit hour, which can be prorated if low enrollment in a course occurs. In addition, adjuncts cannot teach more than 11 credit hours per semester.
- 1.03 Adjuncts typically hold another full-time job in the industry. By teaching as an adjunct, these instructors can return to fulfilling the responsibilities for their full-time job.
- 1.04 Adjuncts do not have to attend department, college, or university meetings. In addition, adjuncts don't have to serve on university committees. However, adjuncts are expected to satisfy OPSU's teaching standards, which includes, but not limited to, providing effective instructor-student engagement, responding to student emails within 24 to 48 hours, posting grades on-time, and adhering to academic regulations.
- 1.05 While adjuncts don't have to hold a minimum number of office hours, adjuncts do need to be accessible for students. Students may request an in-person or virtual meeting; students need to check the syllabus for instructions or send their adjunct professor an email to schedule an appointment.
- 1.06 Adjuncts are non-tenure track and not eligible for rank advancement.
- 1.07 Part-time instructors are classified as 0.5 FTE. Like adjuncts, part-time instructors cannot teach more than 11 credit hours per semester. However, part-time instructors are not paid by course. Rather, part-time instructors are given a salary with an option to receive benefits. The Vice-President of Academic and Student Affairs determines the salary by consulting with the Human Resources Department.
- 1.08 Unlike adjuncts, part-time instructors have additional university responsibilities. These responsibilities include, but not limited to, the following:
1. Assessment
 2. Program reviews

3. Department/college/university meetings
 4. Extra support to students such as enrollment.
 5. Active contributors to moving OPSU forward through positive change.
- 1.09 Unlike full-time faculty members, part-time instructors are not required to work 37.5 hours per week for OPSU. However, part-time instructors must be accessible for students. Students may request an in-person or virtual meeting; students need to check the syllabus for instructions or send their professor an email to schedule an appointment.
- 1.10 Part-time instructors are non-tenure track and not eligible for rank advancement.
- 1.11 Because adjuncts and part-time instructors aren't considered full-time OPSU employees, they don't have the same academic responsibilities that a full-time instructor, assistant professor, associate professor, or full professor does, nor do they receive the benefits of being a full-time hire.
- 1.12 Full-time faculty are classified as 1.0 FTE. Full-time faculty members have more responsibility than adjuncts and part-time instructors. These employees are also dedicated to serving the university on a full-time basis.
- 1.13 Full-time faculty are required to teach 27–30 credit hours per academic year. Faculty members are typically expected to maintain a presence on campus for a total of 37.5 hours per week, Monday through Friday, unless hired specifically for 100% online instruction. Within these hours, faculty must allocate a minimum of 10 hours per week as physical office hours to be available to students.

However, faculty participation in university service, such as recruiting activities, outreach, or other approved departmental responsibilities, may count toward the 37.5 hours of on-campus time. Exceptions to the standard schedule may also be granted by department chairs or other academic leadership based on specific faculty roles or responsibilities, provided that student access and engagement are not compromised.

- 1.14 Full-time faculty members may become department chairs, associate deans, directors, or deans for a college. However, the Vice-President of Academic and Student Affairs reserves the right to appoint part-time instructors to serve in administrative roles and in committees. These responsibilities include, but not limited to, the following:
- University committees
 - Department meetings
 - College meetings
 - University meetings
 - Student advising
 - Assessment
 - Program reviews
 - Professional development
 - Research, creative, and/or scholarly projects

- Graduation
- Welcome Back
- In-Service
- Faculty retreat
- Majors fair
- Enrollment
- Other department, college, and university activities

1.15 While full-time online professors in the BSN and BBA program are currently not required to be on-campus, these professors are still expected to devote 37.5 hours per week and participate in the same obligations as on-campus full-time faculty members. However, there may be times where on-campus duties are not available for virtual professors. If this impacts virtual professors to work 37.5 hours per week, then these professors should assist with recruitment activities and other duties as assigned by their College Dean and/or Program Director.

1.16 Although a person is hired to be a full-time faculty member, this does not guarantee that their position is tenure-track nor eligible for rank advancement. This is determined by the Vice-President of Academic and Student Affairs prior to offering employment letters. Each person hired as a full-time faculty member will receive official notification if their position is tenure-track and eligible for rank advancement in their employment letter.

Policy History

Latest Revision: December 2024

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