



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية طب الأسنان | College of Dentistry

**Guidelines for the Appointment
of Part-Time Faculty Members**
College of Dentistry



Second
Edition
2021

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DEFINITION

Full-time Faculty- FT are employees of the college with full-time assignments (40 hrs/week) within the education program as Teaching Assistants, lecturers, Assistant Professors, Associate Professors and Professors.

Part-time Faculty-PT are employed by colleges and universities to work on some basis that is less than a full-time contract participating mostly in teaching of preclinical and clinical courses and assessment.

ROLES AND RESPONSIBILITIES

Part-time faculty members serve to augment a department's ability to offer courses in specialized areas. Part-time faculty at the College of Dentistry perform a critical role in teaching or supervising pre-clinical or clinical courses. As members of the faculty, part-time faculty members are expected to maintain the institution's high standards for professional conduct and to adhere to the University's academic policies as described in the Faculty Handbook and other applicable institutional documents.

RECRUITMENT

Responsibility for recruiting, selecting, and supervising part-time faculty members is assigned to department chairman to which the faculty member is appointed. Individuals who are interested in part-time service should contact the chair of department or Dean of college in which they would like to teach. In some cases, the Dean may decide that it is in a program's interest to advertise part-time employment opportunities, either within the University or more broadly in regional media. Such postings should include a brief description of the nature of the position (e.g., the types of courses to be taught, the semesters or quarters in which service is possible), the minimum qualifications to be considered, and a point of contact and address for submitting application materials.

SELECTION

Where selections must be made, it is expected that Dean or a department chair will make reasonable judgments, taking into primary account the academic program's needs and the quality and experience of the candidates under consideration. The application will be submitted to the Chair of the department including academic qualification, license to practice in KSA and CV with evidence of scholarly activities (conferences, courses, workshops, publications) / teaching experience. The chair will discuss the application in the department meeting and a decision will be made including courses taught, ranking and academic load/week. A part time faculty request form is then submitted to the office of the Dean for approval from college board (Appendix 1).

APPOINTMENT

Appointment of part-time faculty members is governed by the Vice President for Academic Affairs. Part-time faculty members normally have a semester appointment which is renewed based on need and student evaluation.

The specific course assignment for each part-time instructor and academic load per week must be specified in the form. After initial approval of the Office of the Vice President of Academic Affairs, the agreement is signed by part-time faculty and Vice President of Academic Affairs.

COMPENSATION AND BENEFITS

Part-time faculty members are eligible for benefits if the appointment is expected to continue for at least one academic semester.

Part-time faculty members are typically paid on a per hour basis.

Bachelors degree	150 SR / academic hour
Masters degree	200 SR/ academic hour
Doctorate degree/Assistant professor	300 SR/ academic hour
Associate professor	350SR /academic hour
Professor	400 SR/academic hour

ORIENTATION

The orientation of new part-time faculty members will include a meeting with the Department Chair or designee to ensure that they have an overall understanding of program goals, academic procedures and policies, including evaluation policies. Each part-time faculty member will also be directed to the online resources at college and University Dental Hospital including calibration. It is expected that part-time faculty will have course outlines for all courses taught on file in the Department Office, and that the Department Chair or designee will review these documents to insure conformity with Departmental goals and standards. To the extent possible, departments will develop opportunities to integrate part-time faculty into appropriate activities and academic culture of the department.

PROFESSIONAL SUPPORT

The University has a responsibility to ensure that all faculty members, including part-time faculty members have access to the tools and resources required to perform their function. Accordingly, part-time faculty have borrowing privileges with the University Libraries as well as access to other campus facilities (e.g., recreation facilities, technical support services, computing, e-mail, web-support, parking).

The University and College offer a variety of programs and services to encourage and assist the professional development of all faculty, including part-time faculty members. Part-time faculty are encouraged to take advantage of the professional development opportunities, workshops, seminars, and other programs offered through the Continuing Education Unit and other units.

SUPERVISION AND EVALUATION

Supervision of part-time faculty members is normally the task of the department chair. Chair of department are expected to exercise reasonable oversight over each part-time faculty member's performance to ensure that it meets the high standards expected from all members of the college. Part-time faculty member are evaluated annually on recommended part-time evaluation form.

RENEWAL/NON-RENEWAL

Decisions regarding the renewal or non-renewal of part-time faculty members will be made by Chairs/Deans in consultation with other faculty based on the needs of the academic program, the performance of the appointee as determined by the departmental review process, and evaluation. Where non-renewal is required solely due to lack of resources, decisions will be made on the basis of multiple factors, including subject expertise, performance, and other factors that are relevant to the quality and integrity of the academic program. Part-time faculty member are not entitled to prior written notice of non-renewal. This does not preclude the reappointment of the part-time faculty member at a later time.

Appendix 1

Checklist for Part-time Faculty Appointments

Faculty Member's Name (First Last)							
Email Address	Telephone						
Workplace							
Specialty							
SCFHS ID/Rank*	■	■					
New to IAU	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Department	PDS	SDS	RDS	BDS	DE
Academic Year	Semester						

Start Date	Credits	Course ID	Title	Number of Sessions	Hours	Compensation	Course Duration	Student Enroll.

Length of contract		Direct supervisor	
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Proposed faculty member's qualifications for this assignment
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Prior teaching of this course or similar courses in the past 3 years:

Course	List of Semesters/Years Taught

Number of faculty in course	
Academic Load of faculty	
Expected contact time outside of class, if any	
Where can this instructor meet one-on-one with students?	
Forms of evaluation and feedback (e.g. student evaluation, peer teacher observation, etc.)	
Name of individual who will review the evaluation	

Checklist completed by (Chairmen of Dept)		Date	
Packet reviewed & approved by (Dean)		Date	

*Attach Copy of SCFHS, CV and Qualifications

Form Revised 8/8/2021



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