

**NAU Office of the Provost
Faculty Affairs
Part-Time Faculty Guidance Document
FINAL, April 2024**

Overview

This document provides guidance and best practices for searching, hiring, onboarding, and evaluation for Northern Arizona University's (NAU) part-time faculty. Part-time faculty, as defined by NAU includes, "Individuals whose appointment is 49% or less Full-Time Employed (FTE) and who are not eligible for university benefits" (*Section 1.1, Conditions on Faculty Service*).

Definitions

Recruitment, Search, Screening & Hiring: NAU suggests the consideration of a pooled recruitment and search process for part-time faculty to begin Fall 2024 for interested colleges and departments. The pooled recruitment process is only applied to part-time faculty who are hired for 49% or less Full-Time Employed (FTE). [Appendix A](#) illustrates the suggested steps.

Onboarding: NAU colleges/departments consider *baseline* support for part-time faculty. [Appendix B](#) offers suggested practices.

Evaluation: Our suggested goal is for an NAU part-time faculty member to be evaluated (e.g., chair/director or peer teaching evaluation) at least one time per year for their teaching. Evaluation of part-time faculty should at a minimum include review of student materials, syllabus, and other course materials and assessments. Part-time faculty members should be satisfactory in teaching and, if not, work with the chair/director for a performance improvement plan. [Appendix C](#) offers suggested guidance.

Questions? Contact Sara Rinfret, Associate Vice Provost, Faculty Affairs (sara.rinfret@nau.edu)