

# A. Definition of Faculty Status

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Faculty are defined as regular, adjunct, emeriti or visiting faculty.

## 1. Regular Faculty

- **Administrator Faculty**

This category includes the President and the Provost.

- **Teaching Faculty**

Full-time teaching faculty are under contract as full-time employees of the University. The contract obligation is for 24 semester hours of teaching, or equivalent activities, within a given academic year. Additional responsibilities include student advising, committee membership, and participation in the life of the department and the University. (See “Responsibilities and Workload for Teaching Faculty” in Section III.B. of the Employee Handbook)

Equivalent activities are approved and assigned by the Provost. These may include:

- serving as department chair
- supervising field and clinical experiences of students
- teaching a course outside the regular semesters as part of one's regular load, with the concurrence of School Dean and the Provost.

Pro-rata teaching faculty share proportionately in the above contract obligation according to the percentage specified in their annual contract.

Both full-time and pro-rata teaching faculty have voice and vote.

- **Librarian Faculty**

Mount St. Joseph University maintains an employment-at-will relationship with full-time and pro-rata librarian faculty. The staff appointment may include faculty rank and status depending on the qualifications and credentials of the individual.

Full-time librarians' responsibilities include the professional aspects of librarianship as well as service on committees of the Library and/or the University.

Pro-rata librarians perform a reduced, but proportionate, share of the responsibilities of their full-time counterparts.

Full-time and pro-rata librarians have the associated rights and responsibilities of faculty, except for contract status and eligibility for tenure. Senior Librarians and Librarian III are eligible to apply for sabbatical leave.

**2. Adjunct Faculty**

Adjunct faculty are contracted on a specified course-by-course basis. Ordinarily their contracts are issued for one semester or an equivalent time period and are limited to a maximum of two courses per semester or term. Limited advisory responsibilities accompany the contract. For each course taught, at least one hour of availability per week would be expected in order to counsel students regarding the work of the course.

Adjunct faculty have the same freedom and responsibility as regular faculty in the management of their courses. They have voice in the department in which they serve but do not have vote in either the department or in the University. Neither are they eligible to participate in the benefit program.

Adjunct faculty teaching in undergraduate programs should have a degree at least one level above that of the program in which they are teaching, and those teaching general education courses typically hold a master's degree or higher and should have completed substantial graduate coursework in the discipline of those courses. Adjunct faculty teaching in graduate programs typically hold the terminal degree determined by the discipline.

**3. Emeriti Faculty**

Any Professor or Associate Professor holding tenure or rolling contract and who has served the University for 20 or more years will, upon retirement from the University, be designated Professor or Associate Professor Emerita/us. Emeriti faculty are welcome and encouraged to continue their association with the University and to participate in its activities. They are privileged to attend Faculty Assembly although they have neither voice nor vote. They would be expected to acknowledge their relationship with the University in their professional publications.

A regular faculty member, other than those described above, can be admitted to the rank of Emeritus/a by the President upon recommendation of the Faculty Assembly.

Privileges of Emeriti include:

- continued use of University stationery for professional correspondence directly related to their service at the University
- continued use of University email address
- complimentary admission to campus activities
- receipt of mailings that provide information about campus activities
- eligibility for University ID card
- use of meeting facilities and the Harrington Center, when such use does not conflict with needs of active faculty or enrolled students
- use of the library and on-line resources
- on-campus parking decal
- faculty discount at University bookstore
- opportunity to participate in Baccalaureate and Commencement

**4. Visiting Faculty**

Appointment as a visiting faculty member can be offered to those who hold or have held the rank of professor, associate professor, or assistant professor at another institution of higher education, or whose accomplishments are considered equivalent. An appointment will be made at the same rank and for a limited period of time. Such time,

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as well as any other provisions, will be agreed upon among the visiting faculty member, the School Dean and the Provost and will be specified in a term contract. The University accords to visiting faculty the usual faculty privileges including voice, though not vote, and participation in meetings and committees. Visiting Faculty are appointed to meet specific needs which may include but are not limited to:

- replacing other faculty on leave
- receiving their salaries from federal, state, or other external sources
- holding an appointment within an experimental program