

## VISITING and PART-TIME FACULTY MEMBERS

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### Orientation

We invite all new full-time faculty members, including visiting faculty, to participate in New Faculty Orientation generally scheduled for the Thursday of the week before New Student Orientation. At that time, full-time visiting faculty members will receive a notebook containing policies and other information pertinent to their teaching.

We rely on department chairs to provide part-time faculty members an introduction to university policies and expectations. Part-time faculty members receive, as part of their contract package, a sheet directing them to the online [Resources for Part-time Faculty](#) page. This page provides links to resources faculty may need to consult regarding university policies and teaching. Those part-time faculty members who are new also receive a folder with all the pertinent documents. This folder is delivered to chairs and directors. We ask that you distribute these folders and that you go over the contents with the part-time faculty members in your department or program.

Please emphasize the following expectations with all visiting and part-time faculty:

- Meet all classes at regularly scheduled times;
- Establish a reasonable number of office hours;
- Adhere to general university standards for course requirements and grading;
- Submit midterm and final grades on time;
- Adhere to the final examination policy.

### Evaluation

Student evaluations should be conducted for every class taught by visiting and part-time faculty, and, as appropriate, department and program heads should also directly observe visiting or part-time faculty teaching. Department and program heads should discuss their observations and student evaluations with part-time and visiting faculty members. Student evaluations and direct observations provide chairs and directors with data for writing letters of recommendation for visitors and part-time faculty and for making future hiring decisions. This information also provides a means by which we can monitor the effectiveness of our temporary hiring practices.

*The Dean's copy of student evaluations for visiting and part-time faculty members should be forwarded to the Office of the Associate Deans (Jones 212; CMB 1020).*

### Part-time Faculty E-mail and *myPugetSound* accounts

Part-time faculty members receive a Puget Sound login once they become employees of the university. Chairs will receive a notification from Technology Services containing the account login information for each part-time faculty member. You are asked to give that information to the part-time faculty member so he/she can log on. These accounts remain active according to the following schedule:

- Part-time faculty who are instructors of record: Login privileges are activated up to 30 days before the start of the term in which they will teach if all employment paperwork is in order, and are deactivated 180 days after the end of the term.
- Part-time faculty who are not instructors of record: Login privileges are activated for the period of their contract only. Some exceptions are made for faculty members who will teach over the summer.