

PART TIME FACULTY DEFINITION, BENEFITS AND RECOGNITION

I. Purpose

Part Time Faculty members are an important and integral part of the Academic Department at Marquette University. The purpose for this policy is to delineate the definition of Part Time Faculty. This document also clarifies the existing employee benefit programs for Part Time Faculty. Additionally, it establishes the university wide recognition program for Part Time Faculty.

II. Definition

A faculty member whose combined instructional, advising and clinical weekly workload equates to at least 12 credit hours per semester or 24 credit hours per academic year is considered Full Time Faculty. The School of Dentistry uses a “half day” measurement for defining Faculty workload (a “half day” is defined as 3.75 hours). The Marquette University Faculty Handbook delineates members of the visiting faculty as full time faculty members. Full Time Faculty members with annual contracts are entitled to regular full time employee benefits.

A faculty member whose equivalent combined instructional, advising and clinical weekly workload are equal to or less than 11 credit hours per semester or equates to 23 credit hours or less for a full academic year and the School of Dentistry faculty member whose weekly workload equates to six half days are considered Part Time Faculty and are not entitled to full time employee benefits.

III. Benefits

A. Faculty members who are defined as Part Time Faculty and instruct a minimum of six credit hours per semester, or School of Dentistry Faculty that work 1,000 hours or more per year, and have at least a full academic year contract are eligible for the following benefits:

- Health Insurance (member pays full premium)
- Life Insurance (member pays full premium)
- Flexible Spending Account
- Tuition Remission for self (up to seven credits per semester).
- Employee Assistance Program (EAP).
- Marquette Identification Card and an E-mail account
- TIAA-CREF Supplemental (Individual may contribute own dollars (without University match) first of month following hire date.
- TIAA-CREF Retirement Annuity; Receives Marquette matching 8% after two consecutive years of employment if individual contributes 5% of salary. (Annual workload must equate to a minimum of 1000 hours per year [one credit hour = three hours and 31 weeks = 1 year] and 21 years of age.)

B: Part Time Faculty members who instruct less than six credit hours per semester, or School of Dentistry Faculty that work less than 1,000 hours, and have at least a full academic year contract are eligible for the following benefits:

- TIAA-CREF Supplemental (Individual may contribute own dollars (without University match) first of month following hire date.
- Tuition Remission for self (must instruct a minimum of three credit hours per semester. Entitlement is limited to the number of credit hours faculty member is instructing that semester.)
- Employee Assistance Program (EAP).
- Marquette Identification Card and an E-mail account.

C. A detailed description of all employee benefits is located in the relevant benefit plan documents. Copies of these documents are available through Human Resources. Synopses of the benefits programs will be made available regularly to faculty by Human Resources. Information is also available on the Human Resources Home page <http://www.marquette.edu/hr/>

IV. Recognition

The university embraces each particular college's recognition program for their Part Time Faculty and encourages the continuation of those recognition programs at the College and Department levels.

The University recognition program will recognize Part Time Faculty members who have instructed a minimum of six credit hours per year at the 15 year and 25 year employment anniversaries. Recognition shall include:

- Invite to the Anniversary Recognition Luncheon
- Name listed in Marquette Matters.
- Participation in the Raynor Memorial Library Book Plate Program.
- Years of service pin and gift certificate to the Golden Eagle (15 year)
- Years of service gift (25 year).
- Certificate of Achievement signed by the Provost.

Each College Administrative Office shall coordinate with Human Resources to ensure all eligible Part Time Faculty members are included in the university recognition program.