

## **PART TIME FACULTY DEFINITION, BENEFITS AND RECOGNITION**

### **I. Purpose**

Part Time Faculty members are an important and integral part of 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 in an academic term or 24 credit hours in an 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 in an academic term or equates to 23 credit hours or less in an 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 generally entitled to full time employee benefits, except as required by law.

### **III. Benefits**

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

- Health Insurance (member pays full premium)
- Life Insurance (member pays full premium)
- Flexible Spending Account/Health Savings Account (HSA) (if applicable) per medical plan
- Marquette Identification Card and an E-mail account
- Employee Assistance Program (EAP)
- Supplemental Retirement Plan (voluntary participation without University match) beginning on the first of the month following the initial hire date
- Tuition Remission, with benefits as set forth in the policy.

B. For benefits calculation purposes, faculty members outside the School of Dentistry who are defined as Part-Time Faculty will be credited with three (3) hours worked each week for any week for each credit hour taught.

C. With respect to the matching portion of the Retirement Plan, Part-Time Faculty will be credited with Five Hundred (500) hours worked "credit" for a combined instructional,

advising, and clinical weekly workload of six (6) credit hours or more in an academic term. Qualification for participation in the matching portion of the Retirement Plan will be determined in accordance with the Plan Document. Without expanding or limiting the language of the Plan Document, two years of consecutive creditable service are required to qualify, with certain exceptions. University employees who are credited with One Thousand (1,000) or more hours worked will earn one Year of creditable service. The period for calculating a Year of creditable service under the Retirement Plan is different than an academic year, so academic administrators and faculty should consult with the Department of Human Resources to determine individual eligibility.

D. 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.