
APPLIES TO: All faculty and academic administration

ISSUED: *January 14, 2025*

KEYWORDS: faculty, appointment, roles, responsibilities

EFFECTIVE: *January 14, 2025*

PURPOSE: The purpose of this policy is to set forth how faculty appointments are initiated, decided, and documented.

DEFINITION OF TERMS IN THIS POLICY:

1. **Regular Faculty:** persons appointed on extended or standard contract to a part- or full-time academic role to facilitate student learning while also undertaking responsibilities in engaging in scholarship to advance knowledge in their respective field, and in service to their institution, profession, and community.
 - a. Extended: faculty member who is contracted to work across all three semesters of the academic year
 - b. Standard: faculty member who is contracted to work two of the three semesters in the academic year
 - c. Full-time: a faculty member who fulfills 36-40 hours per week (72-80 hours per pay period) budgeted position(s) (≥ 0.90 FTE; workload will be assigned proportionally per the Faculty Workload policy [AC 180]). These employees are considered benefit eligible.
 - d. Part-time: a faculty member who fulfills 20-35 hours per week (40-71 hours per pay period) budgeted position(s) (≥ 0.50 and ≤ 0.89 FTE; workload will be assigned proportionally per the Faculty Workload policy [AC 180]). These employees are considered benefit eligible.
2. **Adjunct Faculty:** persons who are invited to lead in responsibility over all activities for a course (i.e., teaching, assessment, course-related advisement, etc.) in the classroom, laboratory, or clinical setting, throughout the entire duration of the course.
3. **Guest Lecturer:** persons who are invited to contribute to the responsibilities and/or activities for a course (i.e., teaching, assessment, course-related advisement, etc.) in the classroom, laboratory, or clinical setting, but are not responsible for all activities.

POLICY DETAILS:

Except in situations where there is a clearly defined Kettering College (KC) policy for faculty, the Kettering Health (KH) System Administrative Policies shall be in force. The KH System Administrative Policies are available through Policy Manager on the KH intranet.

Regular Faculty Roles & Responsibilities:

Individuals appointed to the faculty of KC have earned the required advanced academic degrees and professional credentials appropriate for the area of their appointment, as per the college's Faculty Qualifications policy. In addition, faculty appointment assumes full participation in the governance, Christian mission, and activities of the academic community which constitutes KC. A faculty member accepting appointment at KC assumes various academic duties which promote student learning and include didactic instruction and/or clinical supervision and the attendant responsibilities



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that accompany effective teaching such as class/clinical preparation, delivery of instruction, evaluation, and reporting. Faculty also have other generally accepted academic professional obligations which include academic advising, committee membership, service – both internal and external to the college, and attendance at and participation in academic and/or professional meetings (i.e., Fall Colloquium, Faculty Forum, conferences, etc.). Scholarship and research are also considered a part of faculty roles and responsibilities.

Employment of Regular Faculty:

The appointment of faculty and the determination of rank, salary, and specific conditions of employment shall be recommended by the President after appropriate consultation with KC administration. The appointment or reappointment of a faculty member becomes official when all appropriate individuals have signed the faculty member's contract.

The KC Board of Directors officially confirms all regular faculty and administrative appointments at the recommendation of the KC President.

Transfer Between SDA Institutions:

The policy of the General Conference of Seventh-day Adventists pertaining to "calls" from one SDA institution to another shall apply to KC employees who transfer from or to an SDA institution.

Period of Appointment:

The normal period of appointment for all faculty members begins prior to the opening of Fall term and extends for twelve months thereafter, except as specifically provided in individual faculty contracts. Before any contract period begins, faculty members are asked to sign a contract that lists their salary and obligations to the institution.

PROCEDURE

Initiation of Appointment:

When a faculty position becomes vacant or when budgetary allocation has been made for a new position, the Department Chair ("Chair") shall submit a job description and a plan to recruit interested candidates for the position which shall be submitted to KC administration for approval. Under most circumstances, a search committee will be formed as part of the recruitment plan. The recruitment plan must not violate the guidelines of the KH - Main Campus Human Resources Department.

After the plan has been approved and implemented, the Dean for Academic Affairs, Chair, and/or search committee whenever appropriate, shall recommend a candidate or short list of candidates to the KC President. The KC President will make the appropriate recommendation of appointment.

Documentation of Appointment:

As part of the appointment process, the College will prepare a file for each incoming faculty member. The new faculty member must provide an original transcript for the degree for which they were hired and must provide and maintain a current curriculum vita. The faculty member may choose to put additional information in their file (e.g., records of awards granted, letters of gratitude from graduates, etc.). The College will keep copies of official correspondence, including faculty contracts, in the file.



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RESOURCES/REFERENCES:

Related KH Policy: KH Employee Guide, KH Employee Status Guidelines
References: KC Faculty Workload (AC 180)
North American Division of the General Conference Working Policy
Maintained by: Office of Academic Affairs

HISTORY OF REVISION:

Original date: Faculty Handbook 2014-2015
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