



Policy Title: Policy on Temporary Faculty at Baylor University

Policy Number: BU-PP 720

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Responsible Executive: Provost

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Responsible Office: Provost

**Policy on Temporary Faculty at Baylor University
BU-PP 720
Effective May 1, 2027**

Policy Statement

This policy sets forth the roles and responsibilities of Temporary Faculty members at Baylor University and institutional practice of recruiting and hiring Temporary Faculty.

Reason for the Policy

The purpose of this Policy is to ensure a high quality of instruction and/or other assigned duties by individuals with appropriate credentials and experience and to provide a set of practices regarding Temporary Faculty. This Policy is designed to establish baseline standards related to search processes, employment agreements, and conditions of employment for Temporary Faculty.

This policy is designed to comply with and be interpreted in a manner consistent with the University's obligations toward its faculty under all relevant federal, state, and local laws including the laws of states where employees may reside and work in accordance with the Baylor University [Alternate Work Location Policy \(BU-PP 045\)](#).

Individuals/Entities Affected by this Policy

This policy applies to all Temporary Faculty members at Baylor University.

Exclusions

- All other faculty and staff
- Undergraduate or graduate students
- Non-Baylor employees, including Affiliate Faculty

1. Policy on Temporary Faculty at Baylor University (BU-PP 716)

- Individuals providing occasional lectures or short presentations in courses under the direction of Teacher of Record
- Individuals who work at other institutions and support Baylor student instruction as part of Externships/Internships/Practicum Arrangements

Related Documents and Forms

University Policies and Documents

[Academic Credentials for Faculty, Graduate Teaching Assistants, and Other Teachers](#)

[Academic Freedom and Duties](#)

[Alternate Work Location Policy](#)

[Benefit Eligibility Classifications](#)

[Faculty Handbook](#)

[Faculty Grievances Policy](#)

[Faculty Ombuds Policy](#)

[Faculty Separation Policy](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Lactation Accommodation](#)

[Policy for Tenure at Baylor University](#)

Other Documents

Fair Labor Standards Act (FLSA)

Definitions

These definitions apply to terms as they are used in this policy.

Temporary Faculty	Temporary faculty are a category of faculty at Baylor whose responsibility is to meet institutional teaching needs. They are: 1. At-will employees who do not have any other faculty status at Baylor University; 2. Employed to provide University instructional services within one or more departments and/or schools or colleges on a non-permanent basis for any term; 3. Neither tenured nor eligible for tenure; and 4. Hired to teach University courses <u>or</u> as special “in Residence” faculty to serve a program or unit (i.e. Executive in Residence, Physician in Residence, Artist in Residence).
Temporary Lecturer	The term “Temporary Lecturer” refers to those provided an employment offer letter that includes .75 FTE or more.
Adjunct Lecturer	The term “Adjunct Lecturer” refers to those provided an employment offer letter that includes below .74 FTE.
Employment Offer Letter	The document issued upon job offer that identifies the faculty employment terms. This is not a Letter of Appointment / employment contract.
Exempt	Not subject to the legal overtime requirements. Exempt jobs are paid on a salary basis.
Full-Time Equivalent (FTE)	A measure of workload; Temporary Faculty may be hired at any approved FTE.

2. Policy on Temporary Faculty at Baylor University (BU-PP 716)

Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Office of the Provost	254-710-3601	https://provost.web.baylor.edu

Responsibilities

Office of the Provost	The Office of the Provost, under the direction of the Vice President and Provost, is responsible for the maintenance and implementation of this policy.
Baylor Human Resources	Baylor University Human Resources (HR) will be responsible for background checks and document verification as denoted in this policy.

Principles

Temporary Faculty are exempt, non-permanent instructors who meet all institutional and accreditation requirements and are appropriately credentialed for the courses or duties to which they are assigned in accordance with [BU-PP 717: Academic Credentials for Faculty, Graduate Teaching Assistants, and Other Teachers](#). Their primary responsibility is to meet the needs of the University through excellent teaching.

Temporary Faculty must comply with University policies and various directions from the Office of the Provost, the dean, and chair in support of the accomplishment of Baylor's mission. It is the responsibility of Temporary Faculty to familiarize themselves with all relevant policies, procedures, and the [Faculty Handbook](#) which are subject to change at Baylor's sole discretion.

Temporary Faculty are not assigned service responsibilities or internal administrative positions. However, Temporary Faculty may be invited to participate in the scholarly, intellectual, academic, and social aspects of their departments, school/college, and the University. Faculty voting privileges are not extended to Temporary Faculty.

All Temporary Faculty must be hired in accordance with [BU-PP 110 Faculty Recruitment and Employment](#).

Temporary Faculty are eligible to apply for other available faculty positions at the University. If a Temporary Faculty applies for such a position but is not selected, this outcome will not negatively affect the individual's current status or standing as Temporary Faculty.

Terms of Employment

Temporary Faculty, who may be part-time or full-time, are employed on an *at-will* basis. Temporary Faculty employed with a Full-Time Equivalent (FTE) below .74 are considered “Adjunct Lecturers” and are compensated on a course-by-course basis. “In Residence” Adjunct Lecturers may be employed on a single term, a full academic year, or year-round basis to serve a program or unit.

Temporary Faculty employed with a FTE of .75 or above are considered “Temporary Lecturers” and may be compensated on a single term, a full academic year, or year-round basis. The University does not intend to keep individuals in long-term, full-time, Temporary Faculty roles; therefore, this policy aims to limit the duration of service of Temporary Lecturers. Typically, a Temporary Lecturer may serve a maximum of 2 years (24 months) in a 5-year period in a single Baylor school/college.

FTE is cumulative across all University assignments in a given term and in accordance with Baylor Human Resources (HR). Eligibility for benefits is determined by Baylor University and may depend on FTE or other criteria, which are subject to change without prior notice. Temporary Faculty are ineligible for the faculty retirement contract plans or compensated research leave, regardless of length of service. Temporary Faculty may be eligible for leave in accordance with other Baylor policy.

Temporary Faculty, both new and returning, are issued an Employment Offer Letter for a single term, a full academic year, or year-round basis. The Employment Offer Letter, which may identify the specific assigned course(s) or other duties, must be approved by the Office of the Provost. Department chairs, deans, and other administrators will comply with the limits on delegated employment offer letter requirements and shall not make employment promises or enter into an employment agreement outside of the current published procedures.

Employment as Temporary Faculty creates no right or guarantee of renewal or continued employment beyond the stated Employment Offer Letter. Employment as Temporary Faculty is not tenure-track, confers no expectation of tenure, and does not constitute an application for tenure under [BU-PP 704 Policy for Tenure at Baylor University](#).

Recruitment and Hiring

Temporary Faculty must be hired in accordance with [BU-PP 110 Faculty Recruitment and Employment](#) with the following exceptions:

- Temporary Faculty searches do not require a search committee,
- Temporary Faculty receive an employment offer letter, rather than a letter of appointment,

4. Policy on Temporary Faculty at Baylor University (BU-PP 716)

- Temporary Faculty who have taught at Baylor, full-time or part-time, within the past four years may be hired and given an employment offer letter without a search process, and
- Adjunct Lecturers do not require an Office of the Provost interview.

Performance Assessment

Temporary Faculty shall be assessed on their performance in accordance with the Office of the Provost and HR processes to determine:

- whether the Temporary Faculty member should be employed in future terms; and/or
- issues that need to be addressed to ensure continued teaching excellence.

Dismissal During Term of Employment; Separation; and Non-renewal

Temporary Faculty are considered *at-will*. As such, Temporary Faculty may be separated from the University at any time, with or without cause, with or without advance notice, in accordance with applicable employment laws.

Dismissal During Term of Employment

Temporary Faculty are not subject to [BU-PP 705: Faculty Dismissal Policy](#).

Separation

Temporary Faculty may voluntarily separate at any time. “Voluntary separation” includes resignation, walking off the job, and job abandonment. Temporary Faculty who, without the permission of the department chair, dean, Office of the Provost, and/or HR, fail to report to work for a period of time exceeding 14 calendar days or fail to return to work after the expiration of an approved absence shall be deemed to have constructively tendered a resignation (job abandonment). Death automatically terminates employment.

To the extent applicable, Temporary Faculty will comply with [BU-PP 733 - Faculty Separation Policy](#).

Non-Renewal

Temporary Faculty are not entitled to a formal notice of non-renewal. This policy reflects the flexible nature of changing institutional instructional needs.

Academic Freedom

Temporary Faculty at Baylor University are granted the rights outlined in [BU-PP 701: Academic Freedom and Duties](#). This policy ensures academic freedom in teaching and

scholarly activities, and Temporary Faculty are also expected to perform their duties competently, ethically, and in alignment with Baylor's mission and values.

Grievance

Temporary Faculty have the same grievance procedures as all other Baylor University faculty with the exception of policies and procedures related to the appointment, rank, and tenure of tenured and tenure-track faculty.

Miscellaneous

This Policy does not constitute or create a contractual obligation on behalf of the University toward, or with, any individual or entity, including, without limitation, contractors, faculty, or contracted staff.