



Part-time Faculty Policy UB-PO-HR-001/0

1. Background and Purpose

The University of Belize recognizes the critical role of part-time faculty in teaching specialized courses or filling temporary positions. This policy establishes baseline standards for part-time faculty employment at the University of Belize. The policy aims to ensure a high quality of instruction by individuals with appropriate credentials and experience to satisfy the teaching services at the university.

2. Scope/Users

This policy applies to part-time faculty, recruiters, and retention of part-time faculty at the University of Belize. This policy does not apply to the Medical Program.

3. Definitions/Terms/Acronyms

3.1 Academic Term or Semester

The academic term includes Semester 1 (August through December), Semester 2 (January through mid-May), and Summer (mid-May through August). Courses may be delivered for the full length of a Semester or within one of several compressed sessions within each semester.

3.2 Types of Part-time Faculty

a. Adjunct Course Coordinator

A part-time or temporary faculty position paid on a per-credit basis. These individuals may be appointed to teach a maximum of two courses or workshops for one Academic Term not to exceed five (5) consecutive months per appointment. The adjunct course coordinator is also responsible to create and post all the course content and inclusive of final examinations on the university's LMS platform.

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b. Adjunct Faculty

A part-time or temporary faculty position paid on a per-credit basis. These individuals may be appointed to teach a maximum of two courses or workshops for one Academic Term not to exceed five (5) consecutive months per appointment.

c. Internship Teaching Instructional Supervisors

Refer to individuals assisting in the clinical supervision and assessments of student-interns, as such they are responsible for coaching, mentoring, supervising, and evaluating these student-interns by perusing electronic documents, conducting conferences, and classroom observations.

d. Internship Non-teaching Instructional Supervisors

Refer to individuals assisting in clinical supervision and assessment of student-interns, as such they are responsible for coaching, mentoring, supervising, and evaluating these student-interns by perusing electronic documents, conducting conferences, and classroom observations.

e. In-Sequence Faculty

Refers to individuals teaching a class with a maximum of four students, whereby the University is obligated to offer the course students need to complete their programs. A minimum of 15 meeting times and a maximum of 20 sessions.

f. Facilitator

Refers to individuals who facilitate an asynchronous course at an Associate or Bachelor program that a Course Coordinator coordinates and for which the Coordinator provides all course content and is required to have a weekly course consultation session.

4. Policy Statement

The University of Belize recognizes the essential services that part-time faculty provide to the University and its students. A part-time faculty refers to an individual employed by the University under a contract of employment that is less than a full-time contract. Part-time faculty are not considered pensionable and, by extension, do not qualify the employee for University benefits. This policy complies with the labor laws of Belize.

4.1. Recruitment

Recruiting part-time faculty members is the responsibility of the Dean, Chair, and Campus Administrator, with the logistical support of the Office of Human Resources.

4.2. Workload

UB may contract a part-time faculty member, who is employed in a full-time capacity elsewhere can teach up to 2 courses and those who are unemployed can teach up to 4 courses.

4.3. Evaluation

Part-time faculty members are evaluated on a semester basis by the Dean according to the current evaluation system. The evaluation results are used for faculty development to identify

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areas of excellence, as well as areas of professional weakness, and are used in the decision-making process for rehiring.

4.4. Payment/Compensation

Compensation follows the terms and conditions of payment in the signed contract to part-time faculty at the University of Belize.

4.5. Termination of Contract

The University reserves the right to terminate the contract of a part-time faculty member at any time before the end of the semester “for cause” which includes:

- Insufficient enrollment number of students in the class assigned
- Failure to comply with the terms and conditions outlined in the contract

5. Relevant Legislation

The University of Belize Act Chapter 37 (Revised Edition 2000)
 Labour Laws of Belize

6. Key Related Documents

UB Faculty and Staff Handbook, 2000

7. Policy Approval and Review

This policy will be approved by the Board of Trustees and will generally be subjected to a five-year review. Any amendments to this policy shall be submitted to the Board of Trustees for approval. Amendments to the policy should be submitted to the process owner, and stakeholder reviews should be conducted before the approval by the Board of Trustees.

8. Amendment History

Revision #	Description of changes	Reason(s) for the change	Date of revisions
0	Initial Release	Not applicable	Same as the initial release date