

Complete Policy Title:  
**Reappointment of Part-time Faculty  
at a Higher Rank and Promotion  
of Part-time Faculty - Guidelines**

Policy Number (if applicable):  
**SPS 9**

Approved by:  
**Senate Committee on Appointments**

Date of Most Recent Approval:  
**April 29, 1985**

Date of Original Approval(s):  
**April 29, 1985**

Supersedes/Amends Policy dated:

Responsible Executive:  
**Provost and Vice-President (Academic)**

Enquiries:  
[University Secretariat](#)

*DISCLAIMER: If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

---

1. These guidelines apply to part-time faculty members, ***in all Faculties except Health Sciences***, who are not covered by Appendix B of the McMaster University Revised Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion (1977) [and 1998], i.e., those who hold appointments requiring less than the equivalence of three-quarters of the time normally required to meet the responsibilities of full-time appointments.
2. The procedures outlined in clause 3, "Reappointment of Part-time Faculty at a Higher Rank," will apply to part-time faculty whose continuous part-time appointments at the University total less than six years.

The procedures outlined in clause 4, "Promotion of Part-time Faculty," will apply to part-time faculty who have held continuous part-time appointments at the University for six or more years.

### 3. REAPPOINTMENT OF PART-TIME FACULTY AT A HIGHER RANK

- i. The "procedures for Part-time Appointments (except in Health Sciences)" state that, for academic appointments at the rank of Lecturer or above, "recommendations for Departments will be subject to approval by the Faculty Appointments Committee ". This procedure should be adhered to for reappointments of part-time faculty at a higher rank.

- ii. The criteria for promotion of full-time faculty should be followed as closely as possible when part-time faculty members are being considered for reappointment at a higher rank.
- iii. The President retains his discretion over and responsibility for appointments, as stated in The McMaster University Act and the By-laws of the Board of Governors. When a part-time faculty member is being recommended by a Department for reappointment at a higher rank, the recommendation shall be accompanied by a statement of reasons for the higher rank. In those cases, the President may refer the recommendations to the Senate Committee on Appointments for advice.

#### 4. PROMOTION OF PART-TIME FACULTY

- i. Promotion of faculty members who have held continuous part-time appointments for six years or more shall be considered by the appropriate Departmental and Faculty Promotion Committees. The criteria used in the assessment of such individuals shall recognize the terms and conditions of their part-time appointments, and shall follow as closely as possible the criteria for promotion of full-time faculty.
  - ii. If the Faculty Tenure and Promotion Committee decides that the part-time faculty member is qualified for promotion, that Committee shall so recommend to the President. The recommendation shall be accompanied by a statement of reasons for the higher rank. The President may refer the recommendation to the Senate Committee on Appointments for advice.
5. When the President refers recommendations to the Senate Committee on Appointments for advice [see Sections 3 (iii) and 4 (ii)], the major responsibility of the Committee, in reviewing the recommendation, is to ensure that all members of the University are treated equitably and that the academic standards used in assessing part-time faculty are comparable to those used for full-time faculty across the University.
  6. For untenured part-time faculty members who have never held a full-time appointment, conversion to full-time appointment is not possible, except through open competition and through the normal procedures for making full-time appointments. Such part-time faculty members would have to apply for a full-time vacancy in the same way as any other applicant for such a position.