

**Commission on Faculty Affairs
Revision to Faculty Handbook Section on Part-Time Faculty
CFA 2025-26I**

Resolution Proposal Form Sent to University Council Cabinet	November 11, 2025
First Reading by Commission on Faculty Affairs	February 13, 2026
Approval by Commission on Faculty Affairs	March 27, 2026
First Reading by Faculty Senate	March 6, 2026
Approval by Staff Senate	April 3, 2026
Staff Senate Comment	February 6, 2026
Administrative and Professional Faculty Senate Comment	March 4, 2026
Graduate and Professional Student Senate Waived Right to Comment	April 3, 2026
Undergraduate Student Senate Waived Right to Comment	April 3, 2026
First Reading, University Council	April 20, 2026
Approved, University Council	May 4, 2026
Approved, President	May 5, 2026
Approved, Board of Visitors	Date
Effective Date	Upon Approval

WHEREAS, The *Faculty Handbook* specifies two types of part-time appointments for pre-tenured faculty, “term” and “permanent”; and

WHEREAS, the current section on part-time appointment includes a subsection for each type that contains language that applies to the other section; and

WHEREAS, combining the subsections and modifying the language will provide greater clarity;

NOW, THEREFORE, BE IT RESOLVED that the Faculty Handbook, section 3.3.1 be revised as shown below with changes noted in red;

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Faculty Handbook, section 3.3.2 be deleted as noted in red.

CHAPTER THREE: TENURE-TRACK AND TENURED FACULTY

3.3 Appointments with Tenure

3.3.1 ~~Temporary~~, Part-time, ~~Tenure-Track and Tenured~~ Appointments

While tenure-track ~~pre-tenure~~ and tenured appointments are usually full-time, Virginia Tech recognizes the importance of allowing flexibility in the percent of employment so that faculty members can better manage the balance between their professional work and family or personal obligations over a defined period, or perhaps permanently. This policy is intended to encourage departments and schools to accommodate reasonable requests for part-time appointments; however, part-time appointments are not an entitlement, and requests may be turned down when the faculty member and the department or school cannot agree upon a workable plan.

Part-time appointments are either term or permanent. Term part-time appointments are in increments from one semester up to two years. During the duration of a part-time term appointment, terms of the appointment are only changed via the agreement of all parties. A term agreement must specify the date on which the faculty member is expected to return to full-time status. Renewal of a term appointment should be negotiated no less than three months before the end of the current term so that the department or school can plan accordingly. For term part-time appointments, departments and schools can use the salary savings to replace the work of the faculty member on the part-time appointment.

~~Part-time appointments are made for any fraction 50 percent or greater of a full appointment, faculty members receive proportional salary. Faculty members considering such appointments are strongly encouraged to meet with the benefits office in Human Resources to gain a clear understanding of the consequence of the changes to their benefits. Office and laboratory space may be adjusted for longer term or permanent part-time appointments.~~

When conducting a search for a tenure-track appointment, departments or schools ~~continue to~~ advertise for full-time ~~pre-tenure-track~~ or tenured positions and must have funding for a full-time hire. Advertisements include information about university policies for flexible appointments. If desired, the ~~candidate or~~ faculty member ~~then~~ requests and negotiates a part-time appointment at or after the point of hire if acceptable to the department or school.

~~Pre-t~~~~enure-track~~ faculty members may request a part-time appointment only for reasons of balancing work and family such as the arrival or care of a child, the care of a family member, or for personal circumstances related to the health of the faculty member. In addition, they may request a term part-time appointment only (with specific starting and ending dates), allowing the issue to be revisited on a defined cycle. While such term

appointments can be renewed throughout the probationary period, a permanent part-time appointment may not be granted until tenure is awarded.

~~If approved by the department head, chair, or school director and dean, and provost,~~
Tenured faculty members may request either term or permanent part-time appointments for reasons stated above, or to balance work at Virginia Tech with professional practice or significant community or public service. For example, a professor who wishes to serve as a consultant in addition to an appointment at Virginia Tech; a professor who wishes to engage in entrepreneurial activity outside of university responsibilities; or a professor who runs for public office for a limited term and wishes to reduce the workload at Virginia Tech for that period.

Only the faculty member may initiate a request for conversion from full-time to part-time appointment. The reasons for the request for a change in the percentage of the appointment should be clearly stated. The department head, chair, or school director should make a careful assessment of the needs of the department or school and works with the faculty member requesting the part-time appointment to facilitate the request whenever possible. The period for which this part-time appointment is granted shall be clearly stated (renewable terms from one semester up to two years, or permanent).

The ~~part-time appointment must be documented via a~~ written agreement ~~should that~~ includes a careful and thorough statement of work expectations for the part-time appointment. Generally, faculty members continue to contribute to all areas of responsibility, ~~teaching, research, and service~~ but with reduced expectations ~~for accomplishment~~ proportional to the fractional appointment. ~~Service responsibilities for faculty members on part-time appointments are generally proportional to their appointments.~~ Faculty members on part-time appointments are not excused from department, school, college, or university service ~~because of the part-time appointments.~~ The written agreement for either an initial appointment or a conversion of a full-time appointment to part-time status and any subsequent renewal requires the approval of the faculty member, department head, chair, or school director, and dean, and provost.

An initial term part-time appointment, either tenured or tenure-track, may be approved to accommodate a dual career hire if funding is not immediately available to support a full-time position, or if the faculty member seeks a part-time appointment consistent with the intent of this policy. The expectation is that the subsequent reappointment, if recommended, is for a full-time position, unless the faculty member requests a renewal of the term part-time appointment in accordance ~~with these guidelines~~ ~~this policy~~. A part-time appointment created for a dual career hire is approved through the usual approval processes for dual career hires. (See chapter two of this handbook “Dual Career Program.”)

~~Faculty members on part-time appointments, whether term or permanent, retain all rights and responsibilities attendant to their appointment as a tenure-track or tenured faculty member.~~

3.3.2 Permanent, Part-Time, Tenured Appointments

For permanent part-time tenured appointments with no end date, a return to a full-time appointment is not guaranteed ~~and, if tenured,~~ the faculty member remains entitled to the tenured appointment on a part-time basis only. However, an increase in the percentage of the appointment up to full-time may be renegotiated between the faculty member and department head, chair, or school director if mutually agreeable and funds are available. The department or school and the college determine the best way to cover the costs of the academic work in the case of conversion to a permanent part-time appointment.

Faculty members on part-time appointments, ~~whether term or permanent,~~ retain all rights and responsibilities attendant to their appointment as a tenure-track or tenured faculty member.



Staff Senate Comments

CFA 2025-26I

February 6, 2026

Staff Senate has reviewed CFA 2025-26I noted that the revised policy seems comprehensive and that changes seem reasonable though we are not familiar with faculty policy or expectations of those positions.

Staff Senate has no further comment.

Thank you,

Gabe Petry, Chair, Staff Senate Policies and Issues Committee



AP Faculty Senate Comments
CFA 2025-26I - Revision of Section on Part-Time Faculty
Appointments

3/4/2026

The A/P Faculty Senate Policies and Issues Committee has reviewed and approves/endorsees CFA 2025-26I - Revision of Section on Part-Time Faculty Appointments.

No additional comments were provided.