

## University Policy 5.01.03

## Faculty Appointments of Capella University Graduates

**Revised Policy Approval Date: March 23, 2012**

**Revised Policy Effective Date: April 1, 2012**

**Revised Procedure Approval Date: September 30, 2024**

**Revised Procedure Effective Date: October 1, 2024**

### **POLICY STATEMENT**

Graduates of Capella University whose credentials and qualifications meet the requirements for faculty status may apply to become Capella faculty. Their applications are to be reviewed and accepted in compliance with the same criteria and standards as those of any other applicant. Capella will limit the number of faculty within a school degree program who hold a terminal or highest degree from Capella University within their teaching discipline in order to encourage the academic and intellectual diversity needed to offer the highest quality academic experience to our students.

### **RATIONALE**

The purpose of this policy is to provide Capella University the opportunity to appoint outstanding, well-qualified students and graduates as faculty while establishing a reasonable limit on the proportion of our students and graduates who become Capella faculty to avoid an adverse effect on our institutional reputation and integrity as viewed by the scholarly community at large.

### **DEFINITIONS**

#### Faculty

Faculty refers collectively to each of the faculty types listed below:

#### Full-Time Faculty

Full-time faculty hold 12-month, exempted-salary positions. Primary responsibilities include teaching, doctoral mentoring, curriculum and course development, school and university governance, professional service and practice, leadership through team engagement, and research and scholarship.

#### Part-Time Faculty

Part-time faculty positions are part-time, 12-month, exempted-salary positions. A part-time workload generally equates to an average of fewer than 36 hours per work week. Part-time faculty are paid on a variable, activity-based model. Primary responsibilities include teaching, mentoring, and curriculum and committee work.

#### Adjunct Faculty

Adjunct faculty are employees and are assigned work activities on an as-needed basis, according to their availability, external commitments, and the organization's need in a given quarter. Adjunct faculty are paid on a fully variable, activity-based model.

### Provisional Faculty

Provisional faculty are independent contractors and are assigned part-time or full-time activities on a quarter-by-quarter basis. Provisional faculty can work a maximum of three quarters within two calendar years. A provisional faculty member can also teach a maximum of five courses within two calendar years.

### Terminal Degree

Terminal degree is the highest academic degree in a field of study.

## **PROCEDURES**

### I. Oversight Responsibility

#### A. University Responsibility

The provost is responsible for the academic oversight of the number and quality of the faculty, including:

1. Establishing the university-wide criteria
2. Evaluating the criteria on an annual basis
3. Providing regular reports to all stakeholders

#### B. School Responsibility

1. The dean of each school is responsible for ensuring that their school meets the university-wide specific requirements and criteria for all of their programs.
2. The dean of each school is responsible for determining any exceptions based on the specific needs of their students and school.

#### C. Human Resources Responsibility

1. Human Resources is responsible, via its hiring practices, for ensuring that faculty are hired in accordance with this policy.
2. Human Resources is responsible for providing regular reports to all stakeholders.

### II. Limits to Faculty Appointments of Capella Graduates

A. Limits on faculty appointments of Capella graduates are based on the guidelines set forth by local, state, and accreditation organizations.

B. The number of faculty within a school who hold a terminal or highest degree from Capella University is limited to 10 percent.

C. The dean of a school, in consultation with the provost, may make an exception in an effort to provide for the specific needs of its students.

## **POLICY OWNER**

Academic Owner: Provost

Operations Owner: Provost, Associate Deans

## **RELATED DOCUMENTS**

None

**REVISION HISTORY**

Original Policy Approval Date: 1-25-00

Revision Dates: 1-27-02; 9-30-24

Administrative edits as result of ongoing review: 2-22-10; 7-31-13; 8-11-16; 7-1-18; 5-23-19; 4-1-20; 12-11-23; 3-18-24; 7-1-24; 4-1-25; 5-1-25

Formerly university policy 03.02 Faculty Appointments of Capella University Graduates