

## Policy and Procedure for Recruiting and Hiring Part-Time Irregular (04) Faculty

### **Policy**

When there is a need for part-time (PT) irregular faculty to teach in clinics or classrooms, the Deans Group must approve the request to hire additional part-time clinical faculty to ensure that the need aligns with programmatic goals and that adequate resources are available. Members of the Deans Group or faculty may suggest local optometrists that may be interested and recommend publicizing the position(s) through various outlets.

It is recommended that PT Irregular faculty hires have completed a US accredited Optometric Residency, or 3 years of clinical practice after earning an OD from a US accredited optometry school (with an average of 80% FTE over the course of the 3-year period). Initial rank will be recommended based on the Appendix mentioned below.

### **Procedure**

After receiving approval from the Dean's Group, the Associate Dean for Clinical Affairs or Academic Affairs (if assignments will be didactic only) will take the following steps:

1. Recruitment
  - a. Publicize the position through written letters, email and other electronic media, and word of mouth.
  - b. Communicate with qualified applicants
2. Application and Hiring (summarized in Figure 1)
  - a. Applicants must submit a CV, Letter of Intent and Part-time Clinical Faculty Interest Form to the appropriate Associate Dean
  - b. An ad hoc committee is appointed by the appropriate Associate Dean based on their interest and expertise in the applicant's designated area of focus.
  - c. The ad hoc committee will review application materials and interview those that are considered qualified.
  - d. The ad hoc committee will make a recommendation to the Associate Dean regarding hire decision and rank, who will then present that to the Deans Group for approval.
  - e. The UABSO Human Resources officer will prepare and distribute a letter of offer to the recommended candidate.

Figure 1: Summary of Part-Time Irregular (04) Faculty Application and Hiring Process



3. Onboarding
  - a. Hired faculty will be onboarded under the supervision of the appropriate Associate Dean.

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- b. Course/clinic obligations will be assigned by the AD of Academic Affairs in discussion with Course Director(s) and/or Service Director(s).
  - c. Clinic mentoring will be assigned and overseen by the applicable Service Director(s).
4. Evaluation
- a. Once hired, all UAB employees have a 6-month probationary period. Student evaluations of teaching, chart reviews and feedback from course leaders are utilized, under the direction of the appropriate Associate Dean, to oversee the need for targeted mentoring or other action.
  - b. Part-time irregular faculty are evaluated annually by the appropriate Associate Dean, using mechanisms applicable to their assigned role such as student evaluations of teaching, course materials, feedback from course leaders, chart/peer reviews and patient satisfaction surveys. Records of annual evaluations are maintained by the appropriate Associate Dean.

Internal Process (e.g. new FT faculty, PhD candidate/part time faculty, existing faculty whose assignment is being expanded to include clinic, or who would like to specialize in a particular clinical area)

- 1. Course/clinic obligations will be assigned by the AD of Academic Affairs in discussion with Course Director(s) and/or Service Director(s).
- 2. Clinic mentoring will be assigned and overseen by the applicable Service Director(s).
- 3. SETs and chart reviews should be utilized by the appropriate AD and/or Service Directors, and will aid in determining future assignments.

Appendix: Initial Ranking and Promotion Process for Part Time Irregular (04) faculty is located in the UABSO Faculty Handbook.