

# Annual Report Form PF-2: Personnel: Part-Time Faculty

Current academic year (for member school only, estimate as needed)

**Member School:**

**Survey Year: 2023 - 2024**

1. Does the member school employ part-time faculty? (If "No," please skip the rest of this form.)

ATS defines part-time faculty as anyone who teaches less than half-time (using the member school's own definition of full-time teaching load; see instructions to #3 below). That includes adjunct, affiliate, and sessional faculty who teach less than half-time but excludes field supervisors. Member schools related to another entity (e.g., a department in a university) should count as "part-time faculty" any faculty considered full-time by the other entity if they teach less than half-time in the member school.

2. Total Number of Part-Time Faculty (all part-time, plus any who teach full-time but only for part of the year)

Do not include here any full-time faculty on sabbatical who may be teaching part-time. In general, do not count here anyone who is also listed in ATS Salary Form SF-1 since those listed there are considered full-time faculty. Count here any administrators listed in SF-1 if they also teach less than half-time (excluding any administrators with faculty status since they are considered full-time faculty by position).

3. Full-Time Equivalent (FTE) for Part-time Faculty (divide the total number of credits taught by the part-time faculty listed in line 2 by the member school's definition of a full-time teaching load)

For example, if the member school employs 10 part-time faculty who teach a total of 45 credits for the full academic year and you define a full-time teaching load as 18 credits per year, then your part-time faculty FTE would be 2.5 (45/18). Schools that do not use credit hours to calculate full-time teaching load should use their own formula (e.g., some Canadian schools might use courses instead of credits to calculate FTE).

## Respondent and Comments

**Respondent:**

**Phone:**

**Email:**

Comments: