

Part-time Faculty Hiring and Onboarding Process

August 2020

Roles and Responsibilities		
<i>Supervising Administrator or Designee (Faculty Chair or Program Coordinator)</i>	<i>Office of Human Resources, Training & Development (OHRTD)</i>	<i>Office of Academic Affairs (OAA)</i>
<ul style="list-style-type: none"> • Responsible for identifying specific hiring needs beyond the existing pool of applicants during the schedule building process on the basis of: <ul style="list-style-type: none"> ○ Student need ○ Anticipated enrollments ○ Proposed schedule ○ Consultation with discipline faculty • Consults with the ASVPAA or ASVPSA regarding the identified hiring needs for part-time faculty; this process is tied to the schedule building process and the division unit plan whenever possible • Responsible for requesting to review applicant pool at least once annually to ensure that pools are sufficiently large, diverse, and up-to-date • Responsible for forming a selection committee to interview potential candidates in accordance with college's hiring procedures • Responsible for completing at least three (3) reference checks for selected candidates • Responsible for submitting completed documents to OAA: <ul style="list-style-type: none"> ○ Part-time Faculty Clearance indicating specific disciplines or courses that candidate is qualified to teach, or to add selected candidates to the substitute pool only ○ At least 3 reference checks ○ Signed Network Access Form • Responsible for informing final candidate of tentative assignment • Responsible for notifying OAA of a finalist's assignment via the 	<ul style="list-style-type: none"> • Responsible for notifying and advertising openings on an applicant pool • Responsible for responding to any e-mail, telephone, or job-line inquiries and requests • Responsible for maintaining applications in a pool for two (2) years • Responsible for performing an initial appraisal of applicants based on position announcement requirements • Responsible for forwarding application materials of qualified candidates to division dean for review and recruitment as requested • Responsible for forwarding Equivalency Review requests and supporting documents to the Equivalency Review Team • Responsible for coordinating Equivalency Review meetings as needed • Responsible for forwarding application materials to OAA as requested • Responsible for ensuring final candidates complete necessary onboarding/employment documents via NeoGov • Responsible for entering new employee demographic and emergency contact information into Colleague. • Responsible for forwarding signed IT End User Agreement to OAA • Responsible for forwarding specific employment documents to Payroll • Responsible for ensuring that all final candidates are approved by the BOT via HR Document • Responsible for developing and distributing Notifications of 	<ul style="list-style-type: none"> • Responsible for verifying that final candidates meet minimum qualifications for the discipline • Responsible for requesting application materials from OHRTD for those that have been forwarded via the Part-Time Faculty Clearance Form. • Responsible for coordinating an orientation for final candidates • Responsible for confirming that final candidates have completed onboarding to the supervising administrator, Scheduling Office, and OHRTD • Responsible for updating faculty qualifications in Colleague and forwarding Minimum Qualifications Verification (MQ Card) to OHRTD • Responsible for forwarding final candidates and minimum qualification information to OHRTD for inclusion in the HR Document • Responsible for maintaining the Minimum Qualifications Database • Responsible for updating and distributing the substitute instructor directory to divisions

scheduling process or Schedule Modification form <ul style="list-style-type: none"> • Responsible for providing pre-employment, department-specific orientation to the new part-time faculty member 	Assignment for new part-time faculty members <ul style="list-style-type: none"> • Responsible for maintaining employee files for new part-time faculty members 	
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Roles in Academic Administrative Duties Related to Teaching Assignments:

- **Program Coordinator** - Responsible for recommending teaching assignments for all full and part-time faculty. Consults with Faculty Chair, submits to Dean
- **Faculty Chair** - Consult/Inform; assist coordinators and deans as needed.
- **Dean** - Accountable for initial approval of all teaching assignments within contractual parameters, including overloads. Submits assignments to ASVPAA.
- **ASVPAA** - Final approval for all teaching assignments, including overloads.

Timeline

Determine potential part-time hiring needs within division	By submission of the first draft of the schedule of classes
Forward specific hiring needs for the following semester to OAA	No later than the ninth week of the semester
Complete review of applications, interviews, and submission of clearance for candidate(s) to be hired	By the final week of the semester
Completion of employment onboarding via NeoGov and orientation with OAA	By HR Board Deadlines
Submission of part-time boardlist for the Personnel Document	By HR Board Deadlines

Reference: Part-time Faculty Hiring Procedures, May 3, 2013/updated August 17, 2020