

PART-TIME TEMPORARY FACULTY APPOINTMENT GUIDELINES

This form is to be used only for the appointment of part-time temporary faculty (Lecturer I, II, III) and must be completed and approved PRIOR TO the faculty member beginning to teach. A different form is to be used for full-time temporary faculty (Instructors).

Payroll Information

For the fall semester, the first pay date is September 1; pay forms must be submitted to Academic Affairs by August 1 for timely pay. For the spring semester, the first pay date is February 1; pay forms must be submitted to Academic Affairs by December 15. For Payroll purposes, appointment dates for the fall semester are August 1 thru December 31. Appointment dates for the spring semester are January 1 thru May 31.

Part-time faculty appointments are required to report to work on the opening day of the semester—refer to the Academic Calendar for specific dates. If the faculty member begins teaching after the beginning of the semester, the pay will be pro-rated by the Payroll Office based on the effective date of employment. If the pay is not to be prorated, indicate this in the comments section.

Rate of Pay

The rate of pay for each rank of part-time temporary faculty is determined and published each year by the Office of Academic Affairs. If the rate of pay is different from the published rate then an explanation must be provided in the comments section of the form.

Definitions

A **new hire** is considered to be someone who HAS NOT worked for the University during the past 12 months.

A **reappointment** is someone continuing university employment with no break in service (excluding summer for faculty).

A **rehire** is someone returning to university employment after a period of non-employment (summer is not considered a break in service).

Call Human Resources (HR) at ext. 4114 on questions of previous employment and employment eligibility. Prior to or on the first day of employment, a new employee must go to the HR (Rankin Hall) and the Payroll Office (Rankin Hall) with the proper identification to complete the following forms:

- I-9 Immigration Form
- Employee Information Form
- Tax Withholding Forms
- Drug-Free Form
- Confidential Data and Computer User Agreement
- Direct Deposit Authorization

Credentials

All faculty must have academic credentials on file in the Office of the Provost and Vice President for Academic Affairs. For newly-hired faculty, attach a vita or resume and an official transcript of the highest degree earned to this Part-Time Temporary Faculty Appointment Authorization form.

Part-time temporary faculty are appointed at the rank of Lecturer I, II, or III for a fixed term of one semester.

Document Flow

1. Chairperson – Verify Title, Pay Rate, Credit Hours & Totals – Approval Signature
2. Employee – Acceptance of appointment – Approval signature
3. Dean – Approval signature
4. Provost – Approval signature
5. Human Resources – Verify E-class, Pos. #,
6. Payroll – Payment