Hiring Process for a Part-time Faculty:

1. Position is posted in Cornerstone and follows the appropriate competitive process.
2. An offer is made to the potential employee and the individual is moved to “Offer Letter” in Cornerstone.
3. Once offer is accepted, the potential employee is moved to “Background Check” in Cornerstone.
4. The Personnel Action Form (PAF), and all supporting documents are completed and sent to HR. HR recommends that this process begin at least one month prior to the anticipated start date.
5. The request for a background check (BGC) is submitted to RedTail and an email is then sent to potential employee for completion. Communication to your potential employee is vital to ensure they know to check their email for this process. Background check information sheet from RedTail
6. The potential part-time faculty must complete the BGC online in a timely manner in order to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days, but could potentially take longer.
7. If the potential part-time faculty is new to the University, they will need to come by our office to complete the Tax Packet before they can begin working. This is good to do while waiting on the BGC to be cleared.
   The part-time faculty cannot start work until ALL paperwork has been submitted to HR.
   a. The part-time faculty will need to bring two forms of original ID (Examples: Driver’s license, Social Security Card, Birth Certificate, Passport). Keep in mind that must be the original forms of ID (We cannot accept copies of these IDs) and that both documents have the exact same name on them.
   b. The part-time faculty will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.
   c. Please notify HR of any potential part-time faculty that are not local as they will need to complete certain forms with a notary. Example: An instructor teaching online for you that will not be coming to campus or lives out of state.
8. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.
   a. In the clearance email, HR will also notify the department of any remaining paperwork that must be completed by the part-time faculty and if the start date needs to be updated.

Reminders for hiring part-time faculty:

- Hired on a semester by semester basis.
- Part-time faculty cannot teach more than 6 credit hours per semester, which equals to 18 hours of work each week.
- Credentialing paperwork and provost signature are required.
- Part-time faculty are paid monthly each semester:
  - Fall: September-December
  - Spring: February-May
  - Summer: June-August
- Part-time Faculty earnings hit the wage line of the budget.
- If the PDS is not received in HR by the payroll deadline, the earnings will be divided over the remaining months (No retro pay).