How to Hire Temporary Faculty

Definition: Temporary faculty hires may include individuals with a status of: Student, Lecturer, Visiting Faculty, Acting Faculty, Adjunct Faculty, Affiliated Faculty, and Emeritus Faculty. A student for hiring purposes is defined as currently enrolled for at least 9 credits during the semester of instruction or work, or if teaching or working in the summer must be enrolled for at least 6 credits during the summer, or at least 9 credits for the upcoming fall semester. Temporary faculty appointments are typically made on a semester basis or for terms within a semester. These faculty appointments, which are temporary, are defined in *FSH 1565*. For assistance in determining the most appropriate appointment or method of hire, contact the Office of the Provost and Executive Vice President (provost@uidaho.edu / 5-6036).

Method of Hire: Because the knowledge and skills needed for a short-term assignment are narrow in focus and require specific credentials and experience, the designated hiring authority for a temporary faculty appointment may select the individual without a search **and** without a search waiver if the position work meets the following conditions:

> ➢ No appointment is greater than three consecutive semesters, and
> ➢ Appointments are made on a semester/term basis, and
> ➢ No appointment is greater than teaching 7 credits, or no appointment is greater than working .468 fte

A mandatory break in service is required following an appointment of three consecutive semesters. Hiring authorities may use a condensed recruitment process and/or store recruitment materials in the PeopleAdmin system but it is **not required.** Using the optional condensed recruitment process does not change the appointment conditions defined here. Temporary faculty appointments may be monitored on a fiscal year basis and the instructional/work needs of a unit evaluated to determine if the nature of work is still temporary.

Search or Search Waiver Required:
> ❖ If the appointment is anticipated to last greater than three consecutive semesters, or
> ❖ The appointment needs to be made on an academic or fiscal year basis, or
> ❖ The appointment will be greater than teaching 7 credits, or greater than working .468 fte

After the decision to hire has been made, regardless of process used to hire, the following tasks must be completed on or before the first day of work AND before full system access will be granted:
   A. Review Banner: If an individual is an existing hourly employee, including classified staff, students or temporary help please review the classified/hourly staff instructional compensation information. If the individual is a current exempt employee, please complete a staff change of pay form indicating instructional pay. New original hires continue with the steps below.
   B. The employee must submit to a criminal background check and receive a successful result of "Meets Company Standards" *(if using people admin, can be done within the system or use paper form on HR web site)*
   C. Complete the Employee Information Application with HRS (personal info, demographics, policy, nepotism, etc.), consent to accuracy
   D. Payroll paperwork, (W-4 Form, direct deposit,)
   E. The employee must complete an I-9 form.
   F. Temporary Faculty Contract; submit to provost@uidaho.edu **NOTE:** In rare instances it may be more appropriate to use a special offer letter for temporary faculty hires. Contact the Provost Office for assistance.
   G. Faculty Hiring Forms: CV, conflict of interest form, and intellectual property form for initial appointment or successive appointments that occur following a three consecutive semester break; submit to provost@uidaho.edu
   H. An Electronic Personnel Action Form, (EPAF) in Banner must be initiated after completion of the I-9 Form to initiate payroll. Whenever possible this should be completed prior to the first day of work.

Clarification-Details for Hiring Temporary Faculty

<u>Condensed</u> Optional Temporary Faculty Hires Conducted Within PeopleAdmin

A department may elect (not mandatory) to use a condensed PeopleAdmin process to hire temporary faculty. The simplified temporary faculty recruitment process for positions advertised within PeopleAdmin will not have a hiring proposal. This process may only be used, if elected, when:

➢ No appointment is greater than three consecutive semesters, and
➢ Appointments are made on a semester/term basis, and
➢ No appointment is greater than teaching 7 credits, or no appointment is greater than working .468 fte.

System Steps/Directions:
1. Hiring manager or supervisor puts a general vacancy announcement in PeopleAdmin by using the Applicant Tracking Module
   a. Select the header Posting
   b. Choose Temporary
   c. Create a new posting (top right orange button)
   d. Select create from title
   e. Choose F9-Faculty
2. Applicants apply online
3. Hiring manager or supervisor selects who to interview and hire
4. A background check is requested (if necessary for position)
5. When the applicant is hired, the application is marked "hired"
6. No hiring proposal is required
7. The posting is marked "hired" or "completed" in PeopleAdmin
8. Steps A. thru G. on page 1 must be completed

<u>Required Search or Search Waiver</u> for Temporary Faculty Hires within PeopleAdmin

A department is required to obtain search waiver approval or to conduct a full position action request, search, and hiring proposal in PeopleAdmin to hire temporary faculty when:

❖ The appointment is anticipated to last greater than three consecutive semesters, or
❖ The appointment needs to be made on an academic or fiscal year basis, or
❖ The appointment will be greater than teaching 7 credits, or greater than working .468 fte

Search Waiver Request: complete the Temporary Faculty Waiver Request Form. If the waiver is approved, steps A. thru H. on page 1 must be completed.

System Steps/Directions for Required Search:
1. Hiring manager or supervisor works with the AAC to create a position action request in People Admin by using the Position Management Module *(see the People Admin resources on the HR website)*
2. Upon approval of the faculty vacancy announcement, a posting is created and the search process conducted
3. A hiring proposal and permission to contingently offer the position will be approved by the Provost and Executive Vice President (Executive Approver)
4. Steps A. thru H. on page 1 must be completed