



ASUN Operating Procedure - ****

Operating Procedure Synopsis

Title: Arkansas State University-Newport Part-Time Faculty Hiring Process

Approval Date:

Revised: n/a

Responsible Officer: Charles Walker

Responsible Operating Procedure Manager: Jack Osier

Responsible Department: Human Resources/Academics

A. Purpose

This operating procedure defines the process for the hiring of new Part-Time Faculty into the Arkansas State University-Newport (ASUN) system.

B. Definitions

Application for Employment – every person desiring to become a Part-Time Faculty with ASUN must complete an Application for Employment. This application can be found on the ASUN website.

[Application for Employment](#)

Employment Authorization – every person desiring to become a Part-Time Faculty must complete this Employee New Hire Packet in order to be considered for employment with ASUN.

Employee Consent Form – each individual desiring to become a Part-Time Faculty instructor for ASUN must consent to a background check from a third party.

C. Scope

Human Resources, Information Technology Services, Academics, Scheduling Process, Part-Time Faculty Training Process, Payroll, Campus Bookstore

D. Statement of Authority

This SOP is set forth to clarify delegation of authority to individuals directly related to the Part-Time Faculty hiring process and to articulate when departments are to communicate or consult with one another to provide a seamless Part-Time Faculty hiring practice.

E. Procedures

1. The need for more Part-Time Faculty is identified by the appropriate department leadership.
2. Once need is established, there are options for filling a Part-Time Faculty position. Human Resources can advertise the need for Part-Time Faculty within a certain department and start collecting applications. If there are already Part-Time Faculty applications on file for the discipline needed, Human Resources can immediately begin calling from our list of applicants in the HR/Payroll page in the portal.

3. Once advertising begins and applications are received they are posted to the portal under the Human Resources tab.
4. The Part-Time Faculty coordinator then reviews the application and contacts the appropriate applicant to assess current interest in the available position.
5. If the applicant is interested in proceeding, the Human Resources department sends out an electronic Employer New Hire Packet.
6. Once the New Hire Packet is received and completed, the appropriate information is entered into the POISE system. At this time, a request is sent to the Information Technology Services department and the new Part-Time Faculty is given a portal account. Paperwork is also submitted to the Administrative Assistant to the Vice Chancellor for Academic Affairs so that the Part-Time Faculty can be added to the instructor file.
7. The Part-Time Faculty coordinator contacts the new hire and provides them with a username and password so that they may access their account.
9. The new Part-Time Faculty is then added to the course schedule and instructional materials are distributed.

F. Responsible Officer

The Vice Chancellor of Academic Affairs is the executive cabinet member designated for oversight of this operating procedure.

G. Related Information

Application for Employment:

<https://dynamicforms.ngwebsolutions.com/Login.aspx?ReturnUrl=%2fShowForm.aspx%3fRequestedDynamicFormTemplate%3d508d7cc5-c3eb-47a2-9475-d4a82b198be4>

Background Screening Authorization:

<https://dynamicforms.ngwebsolutions.com/Login.aspx?ReturnUrl=%2fShowForm.aspx%3fRequestedDynamicFormTemplate%3d183f4dc6-8ff4-43ce-bbaf-1430c60afef4>

ASUN Job Openings:

<https://dynamicforms.ngwebsolutions.com/Login.aspx?ReturnUrl=%2fShowForm.aspx%3fRequestedDynamicFormTemplate%3d183f4dc6-8ff4-43ce-bbaf-1430c60afef4>

Employment Authorization Form:

<https://dynamicforms.ngwebsolutions.com/ShowForm.aspx?Clear=Y&RequestedDynamicFormTemplate=14a756d9-a7a5-4a76-b895-117ed6521f08>

Part-Time Faculty List: https://portal.asun.edu/ICS/Employee_Info/Part-Time_Faculty.jnz