ASUN Operating Procedure - 2008

Operating Procedure Synopsis

Title: Part-Time Faculty Hiring
Approval Date/Revision Date(s):
Review Date(s): 3/2018, 3/2019, 6/2020, 7/2021
Executive Cabinet Liaison: Vice Chancellor for Academic Affairs
Responsible Manager: Academic Dean or Designee

A. Purpose and Scope

This operating procedure defines the process for the hiring of new Part-Time Faculty into the ASUN system. Departments involved in the fulfillment of this operating procedure include Human Resources, Information Technology Services, Academic Affairs, Scheduling Process, Part-Time Faculty Training Process, Payroll, and the Campus Bookstore.

B. Definitions

- **Application for Employment** – individuals applying to become a Part-Time Faculty with ASUN must complete an Application for Employment. This application can be found on the ASUN website. https://www.asun.edu/node/2391
- **Employee Consent Form** – individuals applying to become a Part-Time Faculty member for ASUN must consent to a background check from a third party. This form will be provided in an automated email sent by Sterling Talent Solutions.

C. Procedures

1. The need for additional part-time faculty positions is identified by the appropriate Academic Division leadership.
2. Once a need for additional part-time faculty positions is established, there are two options for filling a part-time faculty position, of which the appropriate option will be determined.
    a. Human Resources can advertise the need for Part-Time Faculty within a certain department and begin collection of applications.
    b. If there are existing Part-Time Faculty applications on file for the discipline needed, Human Resources or designee can immediately begin contacting the individuals to assess interest.
3. Once advertising begins and applications are received, hiring managers will be able to access applications in the Talent Center.
    a. Only approved personnel will have access to these documents.

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

4. The appropriate Academic Dean or designee will review the applications, including unofficial transcripts and contact the appropriate applicant to assess current interest in and qualification for the available position.
5. If the applicant is approved and accepts the position, the Human Resources department will send an electronic Employer New Hire Packet via the applicants listed email address.
6. Once the New Hire Packet is received and completed, the appropriate information is entered into the ERP system by a Human Resources designee.
7. A request will be sent to the Information Technology Services (ITS) department to issue the necessary credentials for ASUN email and LMS account access to the newly hired part-time faculty.
8. Paperwork, including all official transcripts, is submitted to the office of the Vice Chancellor for Academic Affairs, with whom an instructor file will be maintained and updated as necessary.
9. Human Resources will provide him or her with a user name and password assigned by ITS.
10. The new Part-Time Faculty will then be assigned to the course schedule as approved by the appropriate Academic Dean.
11. The new Part-Time Faculty will be provided access to the Learning Management System (LMS) and appropriate on-demand training will be deployed by the Instructional Design Specialist.
12. Hard copy instructional materials are provided by the appropriate Academic Coordinator.

D. Related Information

Application for Employment: https://www.asun.edu/node/2391

ASUN Job Openings: https://www.asun.edu/node/2391

Employment Authorization Form: EAF.pdf

Faculty Roster: http://facultyroster.asun.edu