

Arts & Sciences Hiring Procedures for New Faculty



Procedures for new full time appointments

- Receive approval to hire new full time faculty.
- Prepare an Applicant Clearing House form for all full time, benefited positions *prior* to advertising so that the vacancy will be filed with the University System of Georgia.
- Send original and yellow copies to Rebecca McGee, Human Resources.

- Wording: The ad should be kept to the concise essentials:

- Field
- Rank
- Required and preferred qualifications
- Salary range (if desired)
- Starting date
- Application deadline
- Contact person
- AA/EEO indication:

"Affirmative Action/Equal Opportunity Institution,"

- background check statement:

"Please be advised that should you be recommended for a position, University System of Georgia Board of Regents policy requires the completion of a background check as prior condition of employment."

- Statement about when the review process will begin

- Post the new position on the Human Resources job listing found at http://www.bf.westga.edu/HRPay/Job_Submission.asp
- Positions may also be posted to www.HigherEdJobs.com without cost to the department. Send electronic copy of ad to Kimily to post to this site.
- Use media that have potential for reaching culturally, ethically, and racially diverse groups.
- Advertisement expenses are paid from the recruitment funds allocated to departments.

Applications

- All applications must be acknowledged when received.
- Applicant Data Sheets and postage paid envelopes, obtained from Human Resources, must be mailed to each person applying for a position.
- Enter the number of the Applicant Clearinghouse Form (PVA# found in the upper right hand corner of the form) in the upper right hand corner on the Applicant Data Sheet and photocopy as many of the Applicant Data Sheets as needed.

Record Keeping Requirement

- All search records including applications and resumes must be kept by the recruiting unit for 2 years after the search is completed.
- Please refer to the University System Records Management web site <http://www.usg.edu/usgweb/busserv/series/index.phtml>

Administrative Staff

- It is recommended that the department administrative staff meet with the candidate to go over the travel expense statement for non-employees.
- Candidates should also complete the following forms while meeting with administrative staff:
 - Vendor Profile Form (submit with non-employee travel expense statement)
 - Authorization Form for Consumer Reports (Background check release form)

Interviewing

- Please refer to the Department Head's Guide to Human Resources (<http://www.bf.westga.edu/hrpay/>) for information on advertising and interviewing guidelines.
- Special note should be made of prohibited interview subjects.

Required forms after selection of candidate

The following documents should be submitted to Kimily as soon as possible:

- Resume
- Copy of transcript of highest degree
- Authorization Form for Consumer Reports
- Authorization to employ
- Advance Banner and Personal Data Sheet

Authorization to Employ

If a person is being recommended for a one year appointment, it is important to indicate this on the Authorization to Employ by checking the "Temporary" box. The rank/title should also include "Limited Term."

Probationary Credit towards tenure:

If probationary credit is to be offered, it must be indicated on the Authorization to Employ for approval by the chair, dean, vice president, and president, and then indicated in the Letter of Offer. According to Board of Regents' policy, probationary credit cannot be given after the faculty member is employed.

Contingencies:

If the candidate will soon complete the appropriate terminal degree, the employment offer may be made contingent on completing the degree. The details of the contingency must be clearly stated on the Authorization to Employ and in the Letter of Offer. If the rank and salary are to be reduced if the degree is not completed, this must be stated in the letter.

Advance Banner and Personal Data Sheet

- When sent up with the Authorization to Employ, this form will allow early input of information in Banner.
- This is important so that the Registrar's Office can assign courses to specific faculty making it possible for faculty to retrieve class rolls at the beginning of the term.
- If the course is assigned to "Staff," it is impossible to retrieve class rolls.

Completion of Paperwork for Regular and Limited Term Full Time Faculty

- After the letter of offer is accepted and returned, Kimily will notify the department.
- The department will immediately email a memo with information about the new hire to Charlotte Kraft, Benefits Counselor, and Kimily Willingham.

- The following documents should be gathered and forwarded to Kimily.
 - Personnel Action Request
 - Budget Amendment
 - Affirmative Action Checklist
 - Applicant Clearing House Form
(blue and green copies)
 - 3 letters of recommendation
(on letterhead and originals unless through a career placement agency)
 - Official transcripts for every degree and any additional coursework
(Transcripts issued directly to candidate will not be accepted unless received in a sealed envelope. The envelope should be opened, signed, and dated by someone in the department. The envelope should also accompany the transcripts issued directly to candidate.)

Hiring part time faculty

- Same as full-time faculty except:
 - the Applicant Clearing House form and the Affirmative Action Checklist are not needed.
 - “Part-time” must be marked on the Authorization to Employ and included in the title.
 - The course(s) that will be taught should be included on the Authorization.

Hiring part time faculty

- Each subsequent year that the part-time faculty person is hired, the following are required:
 - Authorization to Employ
 - Letter of Offer
 - Personnel Action Request
 - Budget amendment
- If the same person is hired to teach in a subsequent term of the same fiscal year, you must submit:
 - New PAR
 - New budget amendment
- If the prospective part-time faculty's course is cancelled, a second PAR must be submitted, canceling the action requested on the first one. No compensation will be paid in such instances.
- Hired on a per semester basis, part-time faculty members may teach
 - Up to five 3- semester hour courses over 9 months or seven 3-semester hour courses over 12 months
 - They may not exceed .35 EFT for nine months or .49 EFT for 12 months computed at the rate of .07 EFT per 3-semester hour course.

Retired faculty

- The retiree must work
 - less than half-time
 - at a salary less than 49% of the annual benefit-base compensation amount that he/she was earning at the time of his/her retirement
- By Board of Regents' policy, approval must be obtained from the Board of Regents prior to the reemployment of a retiree.
- The Authorization to Employ form must be submitted to the VPAA as early as possible so that approval can be obtained before the term begins.

Adjunct Faculty

- Adjunct faculty are those that teach with no compensation.
- Such part-time faculty are usually current West Georgia non-faculty employees teaching as part of their regular duties.
- Requirements:
 - Authorization to Employ
 - Letter of Offer
 - 3 recommendations
 - Resume
 - Official transcripts

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Please contact Kimily Willingham
with questions or concerns:

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678-839-6405

This PowerPoint will be online at www.westga.edu/~asfacts in the 'Staff Resources' section.