POLICY:

Georgia Perimeter College may interview and hire part-time faculty to meet institutional needs.

PROCEDURE:

The following procedural steps are established for the employment of part-time faculty:

1. The Office of the Vice President for Academic Affairs, through the Director of Faculty Services, will coordinate with the Human Resources Department to post and to advertise for part-time instructors. Any special requirements should be forwarded to Human Resources prior to publication deadlines.

2. Processing of Applications:
   A. Applications are received on a continuous basis in the Applicant Tracking System (ATS) “Part-time Faculty Applicant Pools.”
   B. Applications, which are accessible by the Director of Faculty Services, include online applications, resumes/CVs, cover letters, and transcripts.
   C. The Director of Faculty Services will provide academic deans and department chairs/coordinators with access to applicant information in the ATS. As applications are reviewed, the department chairs notify the Director of Faculty Services to remove applicants from the ATS who are not SACS qualified. Upon removal from the pool, the ATS will automatically send the applicant an email stating that they are no longer being considered for part-time teaching.
   D. Department chairs/coordinators are responsible for notifying the Director of Faculty Services when they are contacting and processing an applicant in the Applicant Tracking System (ATS).

3. The department chair/coordinator reviews credentials and selects candidates who are SACS qualified to interview. All candidates must meet the same requirements as those for full-time faculty. (See Policy 802.05, “Faculty Credentials.”)

4. The department chair/coordinator interviews candidates before offering an assignment. The interview includes an assessment of oral communication skills. Written communication skills are assessed based on a short writing sample with the interviewer determining the topic.
5. For those candidates who are to be offered an assignment, the department chair/coordinator should advise the individual that assignments are on an "as needed" basis and can be canceled due to insufficient enrollment. Prospective part-time faculty should understand that the college does not have a continuing obligation to them. The department chair/coordinator also should advise the individual that part-time instructors are allowed to teach at multiple University System of Georgia institutions but are restricted to teaching a maximum of nine (9) faculty workload hours per semester in the University System of Georgia. Full-time faculty employed by other University System of Georgia institutions may teach part-time at Georgia Perimeter College only if an approved Employment Compensation Agreement Between Institutions form is in place each semester. The agreement is coordinated by the Director of Faculty Services.

6. The department chair/coordinator or the Director of Faculty Services distributes, collects, and processes the following items for those candidates who are to be offered an assignment and, through the Director of Faculty Services, forwards them to Human Resources prior to the hiring deadline for each semester:

   a. Part-time Faculty Interview Checklist including short writing sample
   b. Faculty Application (may be printed from the ATS)
   c. Resume/CV (may be printed from the ATS)
   d. Unofficial copy of relevant transcripts that confirm SACS qualifications to teach (may be printed from the ATS).

   OFFICIAL transcripts for ALL degrees (undergraduate and graduate) and additional relevant graduate coursework must be ordered by the candidate to replace unofficial copies and must arrive in Human Resources before the end of the first semester of teaching. Graduate transcripts for foreign degrees that are being used to SACS qualify a candidate must be evaluated for U.S. degree equivalency. Candidates must have transcripts evaluated by professional academic credential evaluation agencies that are current members of the National Association of Credential Evaluation Services (NACES) or from AACRAO International Education Services. An official evaluation must be ordered for the candidate’s personnel file.

   e. Faculty Credentials Worksheet Profile form with department chair and academic dean approvals (VPAA approval is also necessary for qualification exceptions or justifications)
   f. Three (3) recent employment references (Faculty Telephone Reference Check form or email/letter sent directly from reference to department chair)
   g. W-4 form
   h. G-4 form
   i. Notarized Security Questionnaire and Loyalty Oath (two notarized signatures required)
   j. I-9 form and copies of supporting documents
   k. Copy of Social Security card
   l. Memorandum of Understanding form, completed annually for those returning.  (The original is sent to Human Resources for the employee’s file.)
   m. Criminal History Check form (The original form is sent to Public Safety with a copy of the form included in the hiring packet.)
   n. Employee Personal Data form
   o. Drug Free Awareness Policy form
p. Employee Information and Training Verification form (“Right to Know”)
q. Computer Security Statement
r. Universal Availability Notice form
s. HIPAA Training Verification form (only for Health Sciences)

7. Human Resources Department enters the new hire’s information into the Human Resources Information System (HRIS) as part-time faculty and notifies the Director of Faculty Services.

8. The Director of Faculty Services enters faculty information into BANNER and Managed Faculty Events (MFE) systems and notifies the department chair/coordinator that the part-time instructor has been officially hired-or rehired.

9. The Human Resources Department, working with the Director of Faculty Services, verifies that all required information is included in the new hire’s employment packet. Human Resources issues follow up letters to the part-time faculty to collect missing transcripts. The Director of Faculty Services works with the department chairs/coordinators to collect missing hiring paperwork.

10. Part-time faculty who are not assigned classes for one semester are considered inactive employees by the Human Resources Department and their technology services are suspended by the Office of Information Technology (OIT). These part-time instructors will be reactivated (without rehire paperwork) in the HRIS by the Human Resources Department when the instructor’s next teaching assignment is confirmed by a BANNER class assignment report at the beginning of the semester.

Technology services for these reactivated part-time instructors will be restored automatically by a “Part-time Faculty Provisioning Process” once the part-time instructor has a teaching assignment in the BANNER system. The Part-time Faculty Provisioning Process begins the automatic technology reactivation on approximately March 3rd for summer semester, June 26th for fall semester, and October 11th for spring semester.

Part-time faculty who have not taught for one (1) academic year (three (3) consecutive semesters – Summer/Fall/Spring) will be terminated in HRIS during the spring semester by the Human Resources Department, and the Director of Faculty Services will inactivate these part-time instructors in BANNER. Hiring paperwork is required for rehire.

11. The following items apply to the employment of part-time faculty:

   a. Part-time faculty shall be known as non-tenured/non-tenure track faculty employed less than full-time.
   b. They are not eligible for, or accruing time, toward tenure.
   c. They are not covered under Policy 448, “Tenure Criteria for Faculty.”
   d. If written agreements or contracts are issued to part-time faculty members, they must be appropriate to the specific assignments (Letter of Agreement).
   e. The USG part-time faculty maximum of 9 workload hours per semester must be strictly followed. GPC/TRS/ERS retirees must follow the workload limits outlined in Policy 410, Employment Beyond Retirement.

**DISMISUAL OF TEMPORARY OR PART-TIME FACULTY PERSONNEL:**
Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the president who may discontinue the employment of such employees without cause or advance notice. (Board of Regents’ Minutes, 1986-87, p.103) The president may designate campus administrators to implement these actions.

**EVALUATION OF PART-TIME FACULTY:**

1. The department chair/coordinator or his/her designee must evaluate part-time faculty at least once each year. New part-time faculty must be evaluated in the first semester of employment.

2. In June of each year, department chair/coordinator submits the completed Part-time Faculty Evaluation forms to Human Resources.

Approved by CAB 5/25/00
Approved by PPAB 7/27/10