Part-Time Instructor Search and Hiring Processes

This process applies to all types of part-time instructors, defined as: 1) adjunct; 2) professional staff who are teaching, e.g. APSU 1000; 3) dual enrollment instructor; 4) dual services contract instructors. This process does not apply to post-retirement faculty whose contracts and assignments are handled through a separate process.

1. **Search and Recruitment Process**

    a. The need for part-time instructors in specific disciplines will be advertised on the APSU Human Resources website and when needed and at the request of the department, in discipline specific journals or websites. Part-time instructors, including adjunct applications, are received in several ways: via PeopleAdmin (or the current HR software), unsolicited CVs through email, and solicited and unsolicited to Department Chairs and Deans. All applicants are requested to submit an application in PeopleAdmin and their application will go into a pool of adjuncts for the department or discipline. As discipline specific adjunct applications are received, they are sent directly to the Department Chair(s) by Human Resources. The pool will be maintained by Human Resources. The goal of this process is to hire the most qualified applicants and to support the diversity goals of the university.

    b. The department chair or their designee may check the references and unofficial transcripts of applicants referred. The department chair will maintain information pertaining to reference checks if completed.

    c. Based on this information, the chair or designee will determine which applicants to interview for the part-time instructor position.

    d. The chair or designee will develop interview questions to use in all interviews for the position. The interview may be conducted face-to-face, by phone, or by web conference as needed. The department may maintain interview records as appropriate.

    e. The selection of the applicant to hire for the part-time instructor position will be made by the department chair. The chair will complete the "Request to Hire Part-Time Instructor" form, with all required documentation, including the successful applicant's CV or resume, unofficial transcript of highest degree earned, alternate APSU work schedule (if applicant is APSU employee whose teaching assignment does not occur during the lunch hour), and current contact information. The Chair/designee should forward the Request to Hire Part-Time Instructor form and attachments to the Associate Dean via DocuSign.

    f. The Associate Dean will review the qualifications of the selected applicant. The Associate Dean will route the Request to Hire Part-Time Instructor form and attachments through the applicable steps to HR for processing using DocuSign.

        i. If the applicant is deemed qualified per the APSU Faculty Qualifications Matrix, the Associate Dean will sign the "Request to Hire Part-Time Instructor" form, with all required documentation,

via DocuSign. The Associate Dean will route the "Request to Hire Part-Time Instructor" form, with all required documentation, to Human Resources for processing via DocuSign.

ii. If the applicant requires a Request for Exception to the Faculty Qualifications Matrix, the chair will complete the Request for Exception to Faculty Qualifications form and attach it to the "Request to Hire Part-Time Instructor" form, with all required documentation, via DocuSign. This entire package is submitted to the Associate Dean for review via DocuSign, who then submits it to the Dean of College and if applicable, Dean of College of Graduate Studies. The Dean will forward the Request for Exception to Faculty Qualifications form and the hiring paperwork to Academic Affairs (Provost's office) via DocuSign. If the Request for Exception to Faculty Qualifications form is approved, Academic Affairs will send the hiring paperwork and the approved Request for Exception form to Human Resources via DocuSign. A copy of the exception form is scanned and e-mailed to the department chair, associate dean and dean.

iii. If the department chair requests an exception to the part-time instructor pay rate, the department chair will provide a justification on the "Request to Hire Part-Time Instructor" form. Part-time instructor pay rate exceptions are based on the applicant and or the assigned course. This entire package is submitted to the Associate Dean via DocuSign for review of the faculty qualifications, who then submits it to the Dean. The Dean will forward the "Request to Hire Part-Time Instructor" form and accompanying documents to Academic Affairs (Provost's office) via DocuSign. If the request for exception to the pay rate is approved, Academic Affairs will send the hiring paperwork to Human Resources.

2. **Hiring and Orientation Process**

   a. Once the APSU Human Resources office receives the part-time instructor employment documents of the candidate to be employed as a part-time instructor, HR will initiate a background check of the candidate.

   b. Human Resources will notify the applicant of the official hiring decision, with a copy to the department chair/director and the assistant to the department chair/director.

   c. Human Resources will work with the candidate to obtain signatures on the contract and process all needed hiring forms and documentation, to include official transcripts. HR will obtain an APSU email account and A number (if not already assigned) for the new part-time instructor.

   d. Academic Services and Engagement Office will invite the new part-time instructor to attend an orientation session to acclimate them to the APSU environment. These "university-level" orientations will be conducted in Fall, Spring and Summer for new part-time instructors regarding APSU policies, procedures, and resources and an overall welcome to Austin Peay.

e. The department chair and faculty are responsible for conducting an orientation to the department with new part-time instructors including but not limited to: departmental policies, departmental expectations including course syllabus, textbooks, and course and program learning outcomes; building safety and OSHA/TOSHA if applicable; information about confidentiality and FERPA (reinforcing the required university training), referral to D2L training and support, and the process used to evaluate part-time instructors in the department.

f. The departmental orientation for part-time instructors can be conducted in a group or individual setting at the discretion of the department chair and in consideration of the needs and time constraints of the part-time instructors, while ensuring an effective orientation to promote a quality teaching and learning environment for APSU students.

Frequently Asked Questions

When Should an Academic Department Use the "Request to Hire Part-Time Instructor" Form?

- The applicant is a new part-time instructor at APSU
- The academic department would like to hire an existing part-time instructor to teach a different course than the part-time instructor has been assigned to teach in the past (revision to existing appointment)
- The part-time instructor is returning to teach at APSU after at least one (1) year break in service
- The academic department requests an exception to the established pay rates (in this case, complete the form every academic year)
- The academic department requests to hire an APSU staff member to teach the course (in this case, complete the form each semester that the person teaches a course)

The "Request to Hire Part-Time Instructor" form should not be used when identifying a Graduate Teaching Assistant to serve as the Instructor of Record. Please use the "Request for GTA to Serve as Instructor of Record" form (https://www.apsu.edu/grad-studies/faculty-staff-resources/GTA_Instr_of_Record_Req_52418.pdf)?

What changes have been made to the "Request to Hire Part-Time Instructor" Form?

- New field for Appointment Type – please select the most appropriate option in the drop down menu (New Part Time Instructor, New Dual Enrollment Instructor, New Dual Services Instructor, New Staff Member, Returning Staff Member, Returning PTI (at least one year break in service), or Revision to Existing Appointment (teaching a different course than previously approved and hired to teach in the past; and/or requesting an exception to the established pay rates)

- Primary Teaching Location - please select the most appropriate option in the drop down menu (Clarksville, Fort Campbell, Online Only, or Other.

- Additional Teaching Location - please type in the location of "other" such as Clarksville Academy or Creek Wood High School. Please also use this text box if the individual will teach at more than one location. Specify the names of the other locations (such as Online, Bibb-White Bluff Center, etc.)

- The dean no longer needs to sign the Request to Hire Part-Time Instructor form unless the academic department is requesting an Exception to Rate of Pay.

- Unofficial Transcripts and CV should now be attached to every request. Previously they were only required for new Part-Time Instructors

Who signs the "Request to Hire Part-Time Instructor" form? It depends. Please review the four scenarios below.

Please note: All signatures are routed through DocuSign. HR no longer accepts paper copies of Request to Hire Part-Time Instructor and Academic Affairs no longer accepts paper copies of Request for Exception to Faculty Qualifications forms. The final destination for all of these forms is Human Resources.

1. If the academic department is not requesting an exception to faculty qualifications or an exception to pay rate:
   - Department Chair
   - Associate Dean
   - Staff Supervisor (If requesting to hire an APSU staff member)
2. If the academic department is requesting an exception to faculty qualifications and is not requesting an exception to pay rate:

   Please note: Request for Exception to Faculty Qualifications form should be attached to the Request to Hire Part-Time Instructor. The academic department is responsible for attaching all required paperwork.

   - Department Chair
   - Associate Dean
   - Dean (only signs the Request for Exception to Faculty Qualifications form)
   - Staff Supervisor (If requesting to hire an APSU staff member)
   - Dean of the College of Graduate Studies (if a graduate course) (only signs the Request for Exception to Faculty Qualifications form)
   - Vice Provost and Associate Vice President for Academic Affairs (only signs the Request for Exception to Faculty Qualifications form)

- Provost and Vice President for Academic Affairs (only signs the Request for Exception to Faculty Qualifications form)

3. If the academic department is not requesting an exception to faculty qualifications and is requesting an exception to pay rate:

- Department Chair

- Associate Dean

- Dean

- Staff Supervisor (If requesting to hire an APSU staff member)

- Provost and Vice President for Academic Affairs (route through Assistant to the Provost, Tammy Delvendahl via DocuSign first)

4. If the academic department is requesting an exception to faculty qualifications and an exception to pay rate:

Please note: Request for Exception to Faculty Qualifications form should be attached to the Request to Hire Part-Time Instructor. The academic department is responsible for attaching all required paperwork.

- Department Chair

- Associate Dean

- Dean (signs both the Request to Hire Part-Time Instructor form and the Request for Exception to Faculty Qualifications form)

- Staff Supervisor (If requesting to hire an APSU staff member)

- Dean of the College of Graduate Studies (if a graduate course) (only signs the Request for Exception to Faculty Qualifications form)

- Vice Provost and Associate Vice President for Academic Affairs (only signs the Request for Exception to Faculty Qualifications form)

- Provost and Vice President for Academic Affairs (signs both the Request to Hire Part-Time Instructor form and the Request for Exception to Faculty Qualifications form) (route through Assistant to the Provost, Tammy Delvendahl via DocuSign)

Reminder to Academic Assistants to the Chairs: Please don't forget to "turn on" the "approved" and "not approved" radio buttons, and the reason for denial, on the Request for Exception to Faculty Qualifications form. This allows each person "signing" the form to select "approve" or "disapprove."

Part-Time Instructor Search and Hiring Processes

Steps in Hiring Process if no Exceptions to Pay or Faculty Qualifications

1. Chair selects applicant and submits hiring paperwork to Assoc Dean

2. Associate Dean review hiring paperwork, approve the hire, and submit paperwork to HR via DocuSign (If APSU staff will serve as Part-Time Instructor, staff supervisor must approve first)

3. HR processes the hiring paperwork, sends contract to new employee, conducts background check, obtains official transcript. HR submits transcript and CV to Academic Affairs to be entered in Xitracs

4. HR invites new part-time instructor to Part-Time Instructor Orientation

5. Academic Dept conducts discipline-specific orientation

6. New part-time instructor begins teaching

7. Academic Dept submits Adjunct Pay Form (14th day)

8. Academic Dept. observes new Part-Time Instructor and completes observation and evaluation paperwork (see other instructions)

Steps in Hiring Process with Exceptions to Pay and or Faculty Qualifications

1. Chair selects applicant and submits hiring paperwork to Assoc Dean

2. Associate Dean and Dean review hiring paperwork, approve the hire, and submit paperwork (transcript, CV, request for exception for faculty qualifications form, etc.) via DocuSign to Academic Affairs (If APSU staff will serve as Part-Time Instructor, staff supervisor must approve first)

3. Office of Academic Affairs reviews requests for exception to pay rate and or faculty qualifications, and submits decision to HR with copies Dept Chair, Assoc Dean, Dean

4. HR processes the hiring paperwork, sends contract to new employee, conducts background check, obtains official transcript. HR submits transcript, CV, request for exception for faculty qualifications form to Academic Affairs to be entered in Xitracs

5. HR invites new part-time instructor to Part-Time Instructor Orientation

6. Academic Dept conducts discipline-specific orientation

7. New part-time instructor begins teaching

8. Academic Dept. submits Adjunct Pay Form (14th day)

9. Academic Dept. observes new Part-Time Instructor and completes observation and evaluation paperwork (see other instructions)