

PROCEDURE FOR HIRING PART-TIME FACULTY

Information that could be useful:

- Part-time faculty are those who teach four or fewer courses in a year with no expectation of work beyond the teaching. These positions are typically short-term and are needed to meet needs due to unexpected resignations or sabbaticals. Part-time faculty ARE NOT benefit eligible.
- Part-time positions may, but do not have to be advertised positions. If you know someone who would be perfect to teach the courses you need taught, you may contact them directly to find the interest.
- In all but unforeseen circumstances, part-time faculty must meet the “qualified faculty” standard set forth by the Higher Learning Commission
- Part-time faculty are typically assigned phone numbers and some sort of office space, almost always shared with others.
- Part-time faculty will be assigned a Coe email address and access to the computer system and printing, which will be charged to your department.
- Part-time faculty will need to complete IRS forms before they can receive a pay check. These include withholding information and the I-9 form, requiring particular identification.

Chronology of hiring

1. Determine your need for part-time faculty and discuss the needs with the Dean of the Faculty for permission to hire.
2. Be aware of the stipend Coe pays for a part-time person to teach (in 2012--\$2500 per course credit).
3. In what works best for your department, find an appropriate hire or a pool of applicants from which to consider. Talk with them about the job and the stipend paid to gauge their interest. Be clear that no benefits are attached to the position. Also make sure to let them know that we can send them a confirmation email that states the course(s), meeting days and times, and the stipend; but that contracts are sent in bulk only in late July for fall term and early December for spring term.
4. Once you have an oral commitment,
 - a. Inform the registrar’s office **by email**, with a cc to the Office of the Dean email address, of the name of the faculty member and the course(s) the faculty member will teach.
 - b. Provide the Dean’s office with
 - i. The faculty’s most recent CV
 - ii. Current contact information, including email, phone, and address
 - iii. If not obvious, the prefix (e.g. Dr., Ms., Mr.)
 - iv. Any non-standard issues that are needed to create contracts (e.g. sending to a particular address; changing the standard pay schedule; difference in stipend due to unusual circumstances;...)
5. In mid-July or mid-November, the Dean’s Office will send you a list of part-time people we think should be paid for teaching the subsequent term. Review—with the attitude that changes WILL be made—and let the Dean’s Office know of any errors or changes that have been made since the list was generated.
6. If you hire after the contracts have gone out, follow all these steps, but also let the faculty member know that it can take up to a week to generate a contract for them.