THE UNIVERSITY OF
MEMPHIS®

Part-Time Faculty Appointment Guidelines

Faculty Administrative Services
165 Admin Bldg.
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GUIDELINES FOR PART-TIME FACULTY EMPLOYMENT: OVERVIEW

New Part-time Faculty members play a valuable role within the academic community by augmenting the teaching efforts of the full-time faculty. Part-time faculty are defined as those faculty members who fulfill all of the Southern Association of Colleges and Schools' (SACS) requirements to teach, or have unique skills and abilities that enrich student experiences. Part-time faculty are paid for their services. Part-time faculty are allowed to teach two (2) for-credit classes OR a maximum of six (6) credit hours per semester. Note: Any faculty teaching outside of these credit hours will require an exception (see Appendix B: Exception Pay).

1.0 PROCEDURES FOR HIRING NEW PART-TIME FACULTY:

Part-time faculty candidates must have an application on file in WorkforUM. Process begins when Chair has completed credentialing the candidate in WorkforUM and made a decision to hire. Anyone that has not taught within two years from the date of selection will be processed as a "NEW" part-time faculty requiring an application in WorkforUM and completion of a background check. Please note that retiring full-time faculty must submit an application in the appropriate part-time faculty pool prior to teaching in a part-time capacity.

1.1 HIRING   CRITERIA

SACS: the University's accrediting body, requires that "Faculty teaching baccalaureate **(undergraduate)** degree courses: must have a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline - minimum of 18 graduate semester hours in the teaching discipline."

Exceptions to these criteria can be requested when potential faculty members have special skills that will materially contribute to the students' educational experiences.

Unofficial Transcript: An unofficial transcript of the appointee's highest degree must reside in WorkforUM before applicant can be considered for employment.

Curriculum Vitae/Resume: Current curriculum vitae (CV) must reside in WorkforUM. Any department requiring letters of recommendation will obtain them from the candidate.

Official Transcript: The University of Memphis must receive an official transcript for all part- time faculty in a sealed envelope thirty (30) days from hire date. If the transcript is from the University of Memphis, Faculty Administrative Services will accept a transcript printed directly from the UofM system. If an official transcript is not received, no future teaching appointments will be offered.

1.2 CANDIDATE'S APPLICATION IN WORKFORUM

Application <u>requires</u> the following documents:
- cover letter
- current vitae (resume)
- unofficial transcript
- statement of teaching philosophy
- reference list

1.3 DEPARTMENT CHAIR SELECTS CANDIDATE – REVIEWS APPLICATIONS

-WorkforUM
- reviews candidates' applications
- identifies candidate to hire
- verifies candidate credentials
- reviews cover letter, curriculum vitae (CV) and unofficial transcript
- notifies appropriate department originator to initiate hiring process

1.4 DEPARTMENT ORIGINATOR VALIDATES FUNDING & APPLICATION

Banner
- verify funding available in Banner Finance
- verify position available in Banner Human Resources
- verify person exists in Banner HR (associations could be past employee, student, alumni)

WorkforUM
- verify candidate application is on file. See Appendix C for information on WorkforUM postings.

Contact candidate
- obtain verbal agreement to move forward with hiring process.   Using the guide in Appendix A, provide the candidate with the information needed in order to have the eContract created and approved.

WorkforUM

- Code the selected candidate: 'Under Review by Department' selection reason of 'Offered Position.'
- You must code each applicant that has applied up to that point. These will be 'Under Review by Department' and determine if candidates are employable or non-employable.

- Review the WorkforUM training materials for details on coding the applications.
  http://bf.memphis.edu/spectrum/hr/WF_08.pdf

  E-mail Faculty Administrative Services (facultyservices@memphis.edu) after you have coded the candidate application 'Offered Position.' Copy and paste from the application into an email the following information:

  - Full Name
  - E-Mail Address
  - WorkforUM Posting Number

1.5 FACULTY ADMINISTRATIVE SERVICES VALIDATES CANDIDATE

WorkforUM
- validate application
- curriculum vitae
- official transcript
- statement of teaching philosophy
- reference list

Banner – verify person record doesn't currently exist and determine if background check needed or has expired

1.6 CANDIDATE INITIATES BACKGROUND CHECK

- FAS will contact the candidate with instructions on how to initiate their background check through a third party software company.

1.7 FACULTY ADMINISTRATIVE SERVICES GENERATES ACCOUNT CODE LETTER

Background results received from FAS
- Candidate did not clear; FAS will take appropriate action to notify
- Candidate cleared; FAS will generate e-mail letter with account activation code and e-mail to new hire and department originator.

- E-mail appropriate department originator the 'Account Code Letter' in order to initiate the eContract

1.8 CANDIDATE ACTIVATES UOFM ACCOUNT

- IAM.memphis.edu – activate their UofM account. If they have issues with setting their password, have them contact the helpdesk at 901-678-8888.

2.0 CREATION OF ECONTRACT – DEPARTMENT ORIGINATOR:

New Employees – begin with section 1.0

Current Employees – begin with section 2.1
- Chair identifies the instructor and class(es)
- verify funding available in Banner Finance
- verify position available in Banner Human Resources

2.1 ECONTRACT DEADLINES

An eContract will be initiated and approved for each semester. Missed deadlines will delay the processing of the eContract and therefore delay payments. Final approvals are due as follows:

- Fall - August 1st
- Spring - December 1st
- Summer – 5th working day of June, July and/or August

2.2 SERVICE DATES

Service Begin Date – The service start date is used to record when the part-time faculty begins work. This field auto-populates based on the CRN entered on the contract.

Service End Date – The Service End date is used to record when the part-time faculty ends work. This field is used for terminating Banner and SSB security-based access on the Personnel date on NBAJOBS. This field auto-populates based on the CRN entered on the contract.

2.3 PAY DATES

2.3.1 FALL

- Full session will be paid in six bi-weekly checks beginning September.
- 1st session will be paid in four bi-weekly checks beginning September.
- 2nd session will be paid four bi-weekly checks beginning October.

2.3.2 SPRING

- Full session will be paid in six bi-weekly checks beginning in February.
- 1st session will be paid in four bi-weekly checks beginning in February.
- 2nd session will be paid four bi-weekly checks beginning March.

2.3.3 SUMMER SEMESTER

- Pre-summer session will be paid in two bi-weekly checks in the month of May.

  - 1st summer session will be paid in four bi-weekly checks beginning in June.

  - 1st teacher summer session will be paid in two bi-weekly checks in the month of June.

- 2nd summer session will be paid in four bi-weekly checks beginning in July.

- 2nd teacher summer will be paid in two bi-weekly checks in the month of July.

- Full summer session will be paid in six bi-weekly checks beginning in June.

- RODP summer session will be paid in six bi-weekly checks beginning in June.

- Law summer session will be paid in two bi-weekly checks beginning in the month of June.

2.4 EXCEPTIONS

- Determine if an exception needs to be included. See Appendix B for detailed information.
  - Teaching more than two courses
  - Academic Credentials
  - Rate of Pay

  SACS accreditation and university Policy BF4008 Contract and Signatory Authority requires **Vice Provost for Undergraduate Programs for to approve** Exceptions to credit hour and/or compensation limits for part-time faculty.

2.5 CREATE THE ECONTRACT

- Login to the eContract website: http://www.memphis.edu/econtract
- select "Part-Time Faculty Appointments"
- Create the eContract and submit for approval
- Each course taught by an instructor requires a separate eContract.
- eContract will follow the academic approval path in Section 5.0
- eContract Help is located in the PTF Appointment Bookshelf section

3.0 ECONTRACT APPROVAL PROCESS

- FAS – reviews and approves and eContract is sent to the Candidate
- Candidate approves eContract terms
- Chair or Department SACS credentialing authority – approving SACS credentials
- Dean/Designee – authorizing funds available
- Exception Approvals
  - Vice Provost Undergraduate Programs (course level 4000 and below)
  - College Dean (course level 5000 and above)

Note: Signature Policy Reference UM Policy BF4008. **Only the college/school Dean is authorized to sign exceptions and exception forms must be routed from the Dean's office.**

3.1 FACULTY ADMINISTRATIVE SERVICES – REVIEW AND APPROVAL:

eContract
- validates credentials
- determine if exception needed if not included
- can 'Return for Correction', will route back to the department originator
- Approved will route to candidate for review

3.2 CANDIDATE – REVIEW AND ACCEPTANCE:

eContract
- review eContract and accept or reject contract
- Accepted contracts will move forward for departmental approvals
- Rejected contracts will be 'Returned for Correction' and the department originator notified by e-mail

3.3 CHAIR – APPROVE SACS CREDENTIALS:

eContract
- review and approve
- eContract is routed to Dean approval

3.4 DEAN/DESIGNEE – AUTHORIZING FUNDS AVAILABLE

eContract
- review and approve
- If exception exist, eContract is routed for Vice Provost or Dean approval
- No exception then contract has final approval and Shared Services is notified to create the EPAF

3.5 EXCEPTION APPROVALS

eContract
- Vice Provost approves
  - Undergraduate Programs (course level 4999 and below)
- Dean approves
  - Graduate Programs (course level 5000 and above)
- If the exception is denied, the contract is cancelled and the department originator and candidate are notified.
- Shared Services is notified to create the EPAF

4.0 SHARED SERVICES – CREATE EPAF:

Electronic Personnel Action Form (EPAF) - The electronic personnel action form (EPAF) function of Banner allows the University to process paperless personnel actions. EPAFs are simple, concise, and create the employee's job record (NBAJOBS). The forms enable the University to achieve our goal to process personnel actions rapidly, through an electronic approval process. Originators of the eContract have the ability to view the EPAF associated with an eContract through self-service.

-EPAF – after all departmental approvals have been received on the eContract, it is then
routed to Shared Services

- Shared Services creates the Banner EPAF through self-service
- Department Originator is added as "FYI" status in order to have access to view the EPAF through self-service

5.0 HR DATA MANAGEMENT – APPLIES EPAF/JOB RECORD CREATED:

EPAF
- HR Data Management reviews EPAF
- Return for correction to Shared Services
  OR
- Applied – creates the NBAJOBS record

6.0 REVISIONS/CANCELLATIONS FOR ECONTRACT:

Whenever a contract must be revised or terminated, the current eContract has to be CANCELLED. If the person remains employed, then a new eContract must be created, starting at Section 2.4.

If a payment(s) have been made, adjust the new eContract according to the amount due for the remaining pay periods.

Cancellation Reasons:
- Assigned to Full-Time Faculty
- Death
- Duplicate Assignment Exists
- Family Emergency
- Illness
- Incorrect Information on Contract
- Low Enrollment
- No Show

Shared Services will be automatically notified and will end current EPAF and a new EPAF will be created when the new eContract has been created and approved.

7.0 REQUIRED FORMS: I9, W-4, DIRECT DEPOSIT AND OFFICIAL TRANSCRIPT:

New appointee must be contacted by the hiring department and instructed to complete the following forms. All employees should have the forms on file with the Department of Human Resources prior to the first day of class. All employees must file a properly completed Form I9.

I9 – authorization to work in US is required for employment

Important Notice: EPAF will not be applied by HR Data Management until the form is correctly completed, which will delay payment.

Section 1:
- I-9 may be completed any time after the contract is fully executed, and no later than three (3) days after the first day of the semester.

Section 2:
- Requires a face-to-face interaction with a UofM staff member for verification purposes.
- Employees have three (3) days from date of employment to complete the form.
- EPAF will not be applied by HR Data Management until the form is correctly completed, which will delay payment

Department of Human Resources
165 Admin Bldg.
901-678-3573

W-4 and Direct Deposit Forms - All employees must file a properly completed W-4 and Direct Deposit forms with Payroll – Administration Building Room 272 prior to the first day of classes.

Official Transcript – required within 30 days of hire date
- Remind them to request official transcript
- If an official transcript is not received, no future teaching appointments will be offered
- FAS must receive official transcript in a sealed envelope, mailed directly to that office

Faculty Administrative Services/HR
165 Administration Building
Memphis, TN 38152-3370

FERPA tutorial – remind them to take the tutorial. It is required before they will be loaded as Instructor of Record in Banner Student in order to access their student's records and post grades.

- Accessible from Portal on the Employee Tab
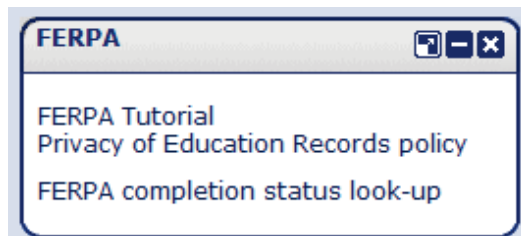
8.0 BANNER FORMS:

Helpful Banner forms for information lookup:

- NBIJLST – each job an employee has and department, begin and end date of job
- NBIPINC – each person in the position
- NBAJOBS- detail information on job including payment
- PEAEMPL - Hired date, department, and Org

APPENDIX A: INITIAL CONTACT WITH NEW PART-TIME INSTRUCTORS -   CHECKLIST

Below is a script you can use when making initial contact with the candidate before you can begin their eContract.

1) You are being considered for employment at the University of Memphis for (position).

2) You will receive an e-mail from the University of Memphis Human Resources department requesting you to initiate your background check; do so with 3 business days.

3) If you don't see the e-mail in your inbox, check your junk or spam e-mail folders.

4) The University cannot move forward with hiring process until the background check has been completed.

5) You will receive a "Welcome" e-mail with your University account information and instructions to activate your account once the background check has been completed.

6) Your hiring eContract will be sent to your University e-mail account for you to accept/reject. Once you have accepted the eContract, the contract will move forward for department approvals.

7) Remember to request your 'official' transcript to be sent to the University.

APPENDIX B: EXCEPTION PAY

Exceptions for academic credentials may be used from semester to semester as long as the exception on file is specific to the course that was previously approved. If the course is different, a new request will be necessary. An exception should be requested on the eContract (see example below) if any of the following conditions apply for the instructor to teach the course.

NUMBER OF COURSES TAUGHT PER SEMESTER:

When hiring a part-time instructor, determine whether the appointee has agreed to teach in any other unit of the University to ensure that they do not exceed the two (2) course OR six (6) credit hour maximum.

- Part-time instructors are allowed to teach up to six (6) credit hours per semester, additional hours require approval.
- Appointee may have only **ONE** exception exceeding 6 hours during an academic year which includes fall, spring, and summer.

Consecutive semester requests for more than six (6) credit hours will NOT be considered. Example: Summer of one academic year and then Fall of the next academic year would not be allowed. Exceptions to the number of courses taught are limited to no more than eleven (11) credit hours in a semester.

ACADEMIC CREDENTIALS:

If the appointee does not have a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline – with a minimum of 18 graduate semester hours in the teaching discipline, an approved exception form is required.

RATES OF PAY:

If needed, the current minimum pay rate for part-time instruction is available at https://www.memphis.edu/hr/fas_ptf.php.

Exceptions must be approved for payments that exceed the standard pay rate. Once approved, the exception may be used from semester to semester until a different rate of pay is requested.

APPENDIX C: WORKFORUM

Your department's posting for part-time faculty employees will be available March 1st in WorkforUM. Postings are not a GUARANTEE that your department will have an available position. Part-time faculty postings are intended to create a repository of applicants to be available to your department on an on-demand basis.

Posting will only be used when you are seeking to appoint a NEW part-time faculty employee or anyone that has not taught for the university within the last two years.

When you have a need to hire a new part-time faculty employee, visit your department's posting in WorkforUM and evaluate each of the candidates that have applied by the day that you are viewing the posting. **Postings will be closed annually on January 31ˢᵗ.**

APPENDIX D: OTHER APPOINTMENT FORMS

DUAL SERVICE APPOINTMENTS FOR INSTRUCTIONAL PURPOSES

If the University is hiring a part-time faculty who is employed as a 'benefit eligible' employee at one of the following, then contact University Procurement office.

- State of Tennessee Agency
- TBR State Institution
- University of Tennessee

  o Review **Policies and Procedures HR5011** Extra Compensation and Outside Employment for Dual Services
  o The instructor must meet the same SACS academic criteria
  o A dual services contract between their institution and the University of Memphis must be arranged in advance
  o Compensation will be processed through the primary employer
  o University of Tennessee system employees may be exempt under some circumstances
  o Department must send an approved copy of any agreement made with the part-time faculty from another agency/institution to teach at the University of Memphis to Faculty Administrative Services along with employee's transcript.

  Procurement Office: http://www.memphis.edu/procurement

  Policy: https://memphis.policytech.com/dotNet/documents/?docid=531&public=true

EXTRA COMPENSATION FOR INSTRUCTIONAL PURPOSES

If the part-time instructor is a "benefit eligible" employee of the University of Memphis, review Policies and Procedures HR5011 Extra Compensation and Outside Employment for Extra Compensation.

Extra Compensation eContract
http://www.memphis.edu/econtract

APPENDIX E: WEB LINKS

eContract Form for Part-time Faculty
http://www.memphis.edu/econtract

Dual Services and Extra Compensation Policy and Procedures
Procurement Office: http://www.memphis.edu/procurement
Policy: Policies and Procedures HR5011

WorkforUM PTF Help Guide http://bf.memphis.edu/spectrum/hr/WF_08.pdf

If you have any questions, please contact facultyservices@memphis.edu