Part-Time Faculty Hiring Procedures 2015-16
Academic Affairs

Academic Unit Process
Each school/college should have a written Part Time Faculty Hiring Process outline of the unit’s process identifying who is responsible for each step in the process. In addition to the HR related steps the process should include:

1. A specified set of minimum part time faculty qualifications (degrees required, experience) and a written dean approval process in order to hire a part time faculty member not meeting those criteria.
2. A process for securing degree verification using the education verification consent form.
3. A process to receive written approval from a DePaul staff member’s primary job supervisor before engaging them as a part time faculty member.
4. A “second set of eyes” process to review for accuracy part time faculty pay rates in hiring letters and in PeopleSoft before the individual’s first paycheck is processed each term. Retain evidence of the review.
5. A process to evaluate and review active part time faculty, terminate those no longer active and then to remove user access to secure drives and folders for those not active.
6. A process to ensure that part time faculty receive the appropriate unit specific on-boarding materials and orientation.

Part Time Faculty Hire Letter Parameters
1. All part-time faculty should receive a hiring letter from the school/college. Ideally they receive a hiring letter for each quarter but a minimum of once each year if hiring commitments are made on an annual basis. A letter template is provided by Academic Affairs.
2. All unit part-time faculty hiring letters should include this sentence:

   Please review the attached Part Time Faculty Information Sheet, which details DePaul’s expectations for its part-time faculty and is part of this appointment letter. This offer is contingent upon your acceptance of these requirements.

3. All part-time faculty should receive this info sheet every time they receive a hiring letter or quarterly course assignment.
4. Part-time faculty hiring letters may request an acceptance response from the faculty member but should not include an agreement signature on the letter as in a contract.

PT Faculty Orientation Link
Each school/college office provides forms to the PT Faculty in the hiring process. In that communication (email typically) please include a line referencing the online PT Faculty Orientation:

   For key policies and procedures that apply to you as a part-time faculty member and to gain an overview of DePaul please view the PT Faculty Orientation at http://go.depaul.edu/PTFacultyOrientation

Annual Reporting
Each unit is requested to email a copy of their unit Part-Time Faculty Hiring Letter Template and the Part Time Faculty Hiring Process Outline to the AVP for Academic Administration (Kelly Johnson) annually by September 15. The AVP will review the documents in relation to these guidelines. Any suggested adjustments will be discussed with the relevant academic unit.