

PART-TIME and LIMITED TERM FACULTY HIRING PROCESS

Hiring Manager: Preparing the Job Offer

Once an applicant offer, hiring managers must seek approval by the Dean. Once approval is granted, the verbal offer is extended by the hiring manager outside the system.

Once accepted, hiring manager will prepare the job offer in the system. (Application to Interview)

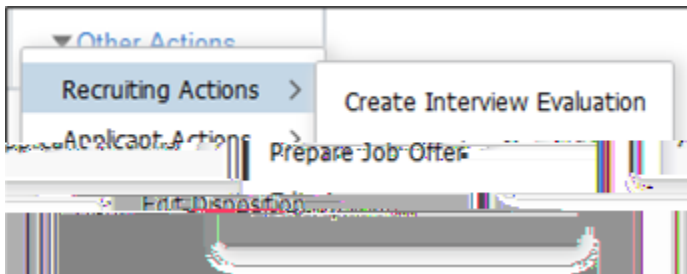
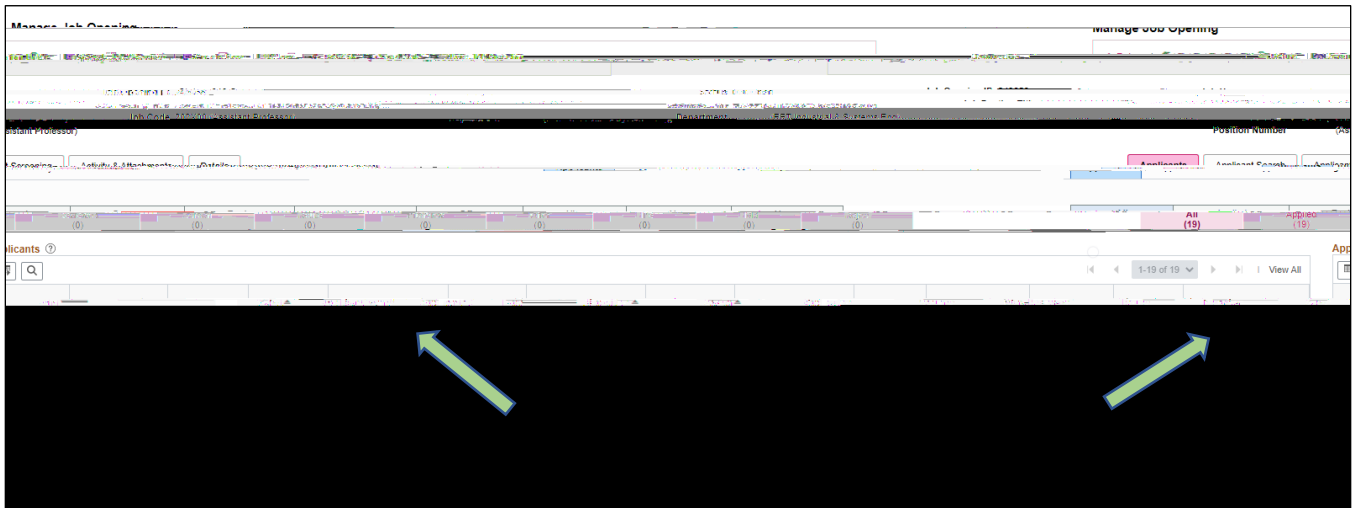
Edit Disposition

Object Reviewed

Move from "a" above

Object Interview

Steps "a and b" above



3. Complete the full Job Offer including the following:
 - a. Official start date
 - b. Offer expiration date = same as official start date
 - c. Comments Box – For limited term, fill in final rank and correct position number. Also, enter any special information you need to share for either.
 - d. Job Offer Components

Offer Components	Part-Time	Limited Term
Components	Base Pay	Base Pay
Offer Amount	Department's per credit hour rate for highest degree earned	Actual offer dollar amount
Payment Mode	Cash	Cash
Currency	USD	USD
Frequency	Hourly	Annual

4. Once you have completed your job offer preparation:
 - a. Save as a draft and review the information
 - b. Select Edit Offer
 - c. Select

Part-time Job Offer Approval Flow

Hiring Manager	Creates job offer after it has been accepted outside the system
FA Coordinator	Reviews – confirms all details are included
Dean	Reviews, makes any notes if needed and approves
Budget Office	Confirms budget and approves
FA Recruiters	Recruiter Team reviews approval flow and approves
FA Coordinator	Continues with current process (AMCID 33 BDC 066d10 (p483k16).JJE