

<b>NIAGARA UNIVERSITY</b>	<b>PART-TIME FACULTY</b>	<b>Date:</b> 7/27/09	<b>No. P-64</b>
		<b>Replaces:</b> 10/06	

**INTRODUCTION:** COMPLIANCE AND HIRING PROCEDURES FOR PART-TIME FACULTY POSITIONS (FOR FALL, SPRING AND SUMMER)

**SCOPE:**

All part-time faculty employees. A part-time faculty member is one who does not teach more than 2 courses a semester.

**ELIGIBILITY:**

**POLICY:**

Faculty members hired to teach one or two courses per semester are considered part-time faculty for purposes of this policy. Such part-time faculty are not covered by the collective bargaining unit. Proper recordkeeping is required by the university. For compliance purposes, all signatures must be obtained in the order requested on the forms. If this is not followed the form will be sent to the next appropriate person and there could be a delay in payment to the part-time faculty member. By law, employment eligibility verification must be supplied per Policy P-54 Employment Verification within the first three days of employment. No offer can be made to a potential part-time faculty member without all proper authorizations and proper reference checks.

Timely compliance with this process will provide the part-time faculty members access to all necessary systems including Web-Advisor, e-mail and NU ID card, parking tag, etc.

**CROSS REFERENCE:** P54 Employment Eligibility Verification

**FORMS:** Appendix C-4  
Appendix C-5

**\*All part-time faculty members' effective date of employment is 3 University working days prior to the 1<sup>st</sup> day of classes each semester**

<b>NIAGARA UNIVERSITY</b>	<b>POLICY AND PROCEDURE</b>	<b>Date:</b> 7/27/09	<b>No. P-64</b>
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**PROCEDURE RESPONSIBILITY**

**ACTION**

Chair of Department

\* **PLEASE note:** Department Chairs must contact HR prior to offering a part time position to a non US Citizen.

- A search is conducted including all required documentation and procedures. An employment application must be completed; transcripts and references must be obtained. The employment application will verify eligibility to work in the U.S.\*
- If a rehire, provides detail regarding classes to be taught and compensation offered, and forwards to the Dean for approval.
- If a new hire, completes "Request for a New Part-Time Faculty Member" (Appendix C-4) and forwards to the Dean for approval.
- If part-time faculty member is to be compensated outside the established guidelines for compensation, must complete the "Request for Exception to Part-Time Faculty Salary Structure" form (Appendix C-5) and submit to the Dean for approval. Once this rate of compensation has been approved for a part-time faculty member teaching a specific course, subsequent approval up to that level is at the discretion of the dean.

Dean

- Reviews credentials.
- If a rehire, forwards approval to the office of human resources and payroll administrator.
- If a new hire, forwards the approved form, transcripts and resume to the VPAA.
- If compensation is outside the established guidelines and has not been previously approved, forwards the approved form to the VPAA for approval.

Vice President for Academic Affairs

- Reviews and approves all newly hired part-time faculty members.
- Forwards approved form and attachments to the Dean's office with copies to Human Resources.
- If not approved, VPAA returns unsigned form to the appropriate Dean for revisions.
- Reviews requests for compensation variance.
- If approved, original form is forwarded to Payroll and copies to the Dean's office and Human Resources office.
- If not approved, VPAA returns unsigned form to the appropriate Dean for revisions.

Dean

- If not approved makes requested revisions or begins a new search.
- Forwards a list to Human Resources office detailing the name of each part-time hire, the rate of compensation, rank, and list of classes to be taught that semester.

Chair of Department

- Provides each newly hired part-time faculty member with the Faculty Handbook of Policies and Procedures and directs employee to human resources office to ensure employment eligibility verification has been satisfied within first three days of new employment per policy P-54. If this is not done, the person cannot legally work or be paid.

Newly Hired Part-Time Faculty  
Member (and reappointment of  
Canadian citizens)

- Completes employment eligibility verification paperwork, W-4 and any other new hire paperwork at Human Resources office.

Dean

- Provides appointment letter to part-time faculty member
- Approves "Part-Time Faculty Payroll Form" and submits to Payroll.