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**Overview of Search and Hiring Process  
for New Part-time Faculty**

**AA recruitment**

Recruitment, Selection and Record Keeping

## **Part Time Faculty**



## Authorization to Hire

- If a chair and Dean determine that a course cannot be scheduled with a current member of the full-time faculty or one of the regular cadre of part-time faculty, then the chair creates a job requisition for that position. The chair and Dean will develop the minimum acceptable prerequisites (e.g. ABDs) for the particular position, which any applicants must meet in order to be selected or even advance through the selection process.

see Appendix X Policy Definition regarding "Prerequisite"

- The Dean approves the requisition and sends it to Human Resources for assignment of a unique requisition number for the search. There will be a separate requisition for each vacancy unless there are multiple vacancies in the department which have identical or substantially similar basic qualifications such that it is expected that the same job seekers would be considered for these multiple openings.

see Appendix X Prerequisite

- The Office of Equity and Diversity is given a copy of the requisition, and sends a notice of vacancy to PA Job Service Agency, and to organizations/agencies serving individuals with disabilities and veterans.
- The Dean releases to the chair that portion of the job seeker register that pertains to the particular department, discipline or course.
- The Chair or department faculty may actively solicit expressions of interest from any additional individuals who are not part of the job seeker pool, however, these

Records to be Retained:

*Approved request on for e c c ▼ c ncy*

*Position Description on for e c c ncy*

## Interview and Selection

- The Chair and members of the department who wish to participate in the selection will review the qualifications of each job seeker as the information is received.
- As the CVs are reviewed, the chair will narrow the list based on minimum qualifications, and preferred qualifications, if any, and assign disposition codes to be entered by the department secretary as soon as assigned.
- The Chair and any interested members of the department will conduct phone or personal interviews of top candidates. A set of questions based on the qualifications for the position will be developed and used for every applicant. (See *Appendix X*)
- The Chair and Dean will agree on the person selected before the job offer is made. The rate at which the part-time faculty member is hired will be based on the discipline and qualifications of the applicant, with the Dean having final approval of the rate.

*See Appendix X, Application for Employment Procedures*

- The Dean will monitor the process, and will not permit a hire if the proper procedures have not been followed.
- The Dean's office will send the successful candidate a University of Scranton job application and obtain the applicant's permission to run a criminal background check. Criminal background checks for part-time faculty are ordered and paid for by the Dean's office.

### Records to be Retained:

- *None*
- *Business Log, including notes for conducting disposition code for every person preparing to be interviewed or deposited*
- *Correspondence to the applicant*



## **Record Retention - Part-time Faculty**

Federal record keeping regulations require retention of any record made for a period of two years from the making of the record or two years from the date the selection is made *whichever is later*. University policy has extended this period to three years from the date of the selection decision.

Two sorts of “records” must be retained: original hard copy records (unless the original document is electronically scanned **in its entirety**) and “soft” records such as electronic databases, etc. The University of Scranton makes a

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## List of Appendices

*Appendix*      *W e c y e q   o n*  
*Appendix*      *p o   o n D e c r p   o n*