

Workforum Training

Part 8: Part-Time Faculty

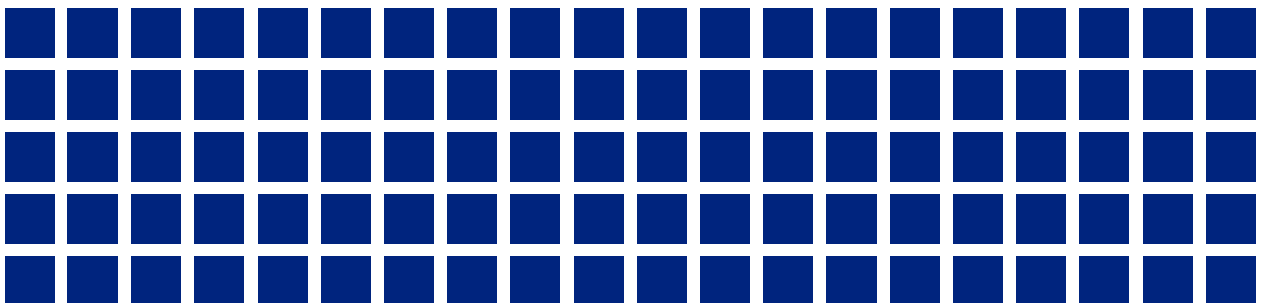


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Recruiting New Part-Time Faculty via Workforum

Beginning March 1, 2013, all NEW part-time faculty hires must originate via your department's posting in Workforum. (Previous part-time faculty are NOT required to apply in Workforum, provided they have taught for your department within the last two calendar years.)

All academic departments are scheduled to post a minimum of one part-time faculty position beginning March 1st and closing January 31st of each year. These postings will occur automatically, without a request to fill action. **THIS POSTING IS NOT A GUARANTEE THAT YOUR DEPARTMENT HAS 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.

In addition to basic demographic and work history information, the template for all part-time faculty positions across the University also asks each applicant for the following information:

- Possession of Master's degree
- College teaching experience
- Campuses at which applicant can teach (e.g. main campus, Lambuth, Millington, etc.)
- Current employment status with the University

In January of each year, Faculty Administrative Services will send to you a standard template to complete prior to the deadline for March postings.

"Yes" answers to the master's degree and college teaching experience questions will each net the applicant one point. Therefore, candidates with a score of the maximum of two points should serve as a helpful pre-screening tool. Should you want to hire a candidate with less than two points, you may defend that choice via an exception request as you have in the past.

You also have the option of having more than one part-time posting for your department. For example, Foreign Languages may choose to have a posting for "Part-Time Faculty—Spanish" and "Part Time Faculty—French." However, it is suggested that your area have only one posting if possible, so that interested applicants do not have to upload their personal documents to multiple postings.

All NEW part-time faculty hires beginning with March 2013 **MUST** be chosen from a pool within Workforum. Any candidates who are "discovered" outside of Workforum should be directed to apply online.

Reappointments of individuals who have taught for your area within the last two calendar years are grandfathered into this process and may be reappointed without using this Workforum process. Reminder: if the part-time faculty member has not taught at the University within the last two years, new appointment paperwork will have to be submitted.

Applicants for part-time faculty positions will use the existing faculty profile when applying in Workforum. Applicants **MUST** upload the following documents at the time of application: resume/CV, cover letter, statement of teaching philosophy, unofficial transcript, and references list. Applicants who do not provide all of these documents will **NOT** be in your department's pool.

Applicants must apply on a department-by-department/posting-by-posting basis; that is, applying to English does not apply an applicant to Art, and applying to English—American Literature does not apply an applicant to English—British Literature.

Appointing Your Selection(s)

At the time you have a hiring need, you must code each applicant that has applied up to this point. From the Applicants tab of your posting, check off all new applicants as of the date you are reviewing, and then select Move in Workflow from the main Actions button in the top right. You will code any applicants to “Under Review by Department” status via the Move in Workflow link under the main Actions button. Doing so will enable a dropdown box of applicant codes. Use the following codes for each applicant. Unlike rejection codes for regular positions, these codes are set at time of pool review without necessarily dispensing candidates due to potential later openings.

- A. Yet to be reviewed (default code until changed)
- B. Posting closed due to no vacancy within posting period
- C. Offered position, represents closest match to current needs
- D. Employable, meets minimum qualifications for specific position, may be offered position at a later date
- E. Employable, meets minimum qualifications for other positions, may be offered position at a later date
- F. Potentially employable, would require exception (specifics required) (PTF only; would not be used for temps)
- G. Not employable – Insufficient experience for this position
- H. Not employable – Insufficient education for this position
- I. Not employable – Does not meet minimum requirements
- J. Not employable – Other (specifics required)
- K. Refused position
- L. Did not report for interview
- M. Withdrew application
- N. Incomplete application
- O. Other (specifics required)

Please note that applicants are NOT coded to “Hired” or “Not Hired” at this point. Applicants remain at “Under Review by Department” for the entire life cycle of that year’s posting. When the postings are closed annually after January 31, all applicants will be automatically moved to Hired or Not Hired status for you.

After interviewing and selecting your appointee, the rest of the hiring process will be completed via an eContract; there is no electronic hiring proposal in Workforum. For instructions on how to proceed with eContracts, please visit the Reference & Bookshelf section of the eContract Web site at <http://www.memphis.edu/econtract>.

Requests for NEW part-time faculty position numbers should be originated via a New Position Request action within WorkforUM.

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

Additional Training

This concludes the training session on Requests to Fill. Further Workforum training is available for the following topics.

- Introduction to the System
 - Requesting to Fill Existing Positions
 - Requesting to Create a New Position
 - Requesting to Reclassify/Retitle an Existing Position
 - Tracking, Reviewing, and Processing Applicant Pools
 - Hiring an Applicant and Completing a Hiring Proposal
 - Changing a Position's Supervisor
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