



## *University Process Improvement Part-Time Faculty Appointment*

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The Part-Time Faculty Appointment team was formed to review current policies, administrative processes and practices related to the recruitment and appointment of part-time faculty. The team has completed new enhancements for the current part-time faculty eContract.

The Appointment Part-Time Faculty team has identified a number of 'quick hits' that are being implemented immediately. All departments are being required to comply with the following modifications to the Part-Time faculty appointment process:

### **Printing of SIAASGQ banner form – is no longer required:**

- This form has been eliminated. This form is no longer required for part-time appointment process

### **FERPA – verify staff member has taken the test:**

- Access to the FERPA database has been granted to all faculty/staff. This is accessible through the portal under the employee tab

### **New Appointment Form:**

- There is only one form for Fall, Spring and Summer appointments
- Form calculates totals and determines correct earnings code based on appointment term selected
- There will only be one form for appointments/reappointments, known as the "Appointment Form"
- Exception form is included in the form, eliminating faxing of the form between departments and delay in signatures
- Summer Compensation form has been eliminated
- Summer Payment form has been eliminated

### **Official Transcripts:**

- Candidate needs to send the Faculty Transcript Request form to their college/university requesting their official transcript be mail in a sealed envelope to the University.
- Faculty Administrative Services (FAS) will be the point of contact to the faculty member to ensure the official transcript is mailed to campus.
- Direct questions to [facultyservices@memphis.edu](mailto:facultyservices@memphis.edu)

### **Exception form information (PPASKIL):**

- Exception form information will be maintained in Banner for ease of look-up

### **Health Services - available based on active PEAMPL record:**

- Health Services will determine eligibility to services based on end date on the PEAMPL record, not the job record

### **Report – Part-time Expenditure Spreadsheet:**

- Eliminated manual creation of excel spreadsheet



- Assoc Dir. Academic Affairs Finance will generate report for ePrint to report part-time faculty in **extended** programs
- You will have access to create the excel spreadsheet from the ePrint report and enter the compensation amount
- Send report to Assoc Dir. Academic Affairs Finance in Provost office

**Guidelines and Procedures / Forms:**

- Documentation has been updated with new process, required documents for hiring packet, and the new forms needed for hire
- Guidelines and forms are located [www.memphis.edu/adminres/pt\\_inst.php](http://www.memphis.edu/adminres/pt_inst.php)