GUIDANCE FOR TEMPORARY PART TIME FACULTY HIRING REQUESTS

The deadline for submitting all part-time faculty hiring requests for Fall 2019 is August 5, 2019. Requests submitted after the deadline will be accepted only under extraordinary circumstances and will require approval by the Vice Provost for Faculty Affairs.

A. Appointment of New Temporary Part Time Faculty – Request via Employee Hire Form

New temporary part time faculty hire requests require completion of the Employee Hire Form (attached) and should be submitted via email to fpo_pt@gwu.edu. The new hire request package should include:
1. A completed Employee Hire Form
2. A current CV/ resume for the candidate
3. A completed datasheet (ie. the Statement of Personal Data)

When completing the new hire request package, please be sure to complete **all** applicable fields, including but not limited to:
1. **Effective Date**: This will generally be September 1, 2019. However there are exceptions that should be appropriately noted.
2. **Finish Date**: This will generally be December 31, 2019. However there are exceptions that should be appropriately noted.
3. **Account Number**: Account number 51123 should be used for all F5 Temporary Part Time Appointments.
4. **Rank and Full Academic Title/Position Title**:
   a. Professorial Lecturer (terminal degree)
   b. Lecturer (no terminal degree) in a specific field
5. **Other Relevant Fields**: Include **all** pertinent information in the appropriate fields (i.e., Position # and 5-digit CRN # for each course).
6. **Remarks**: Provide **all** pertinent information including, but not limited to, the following:
   a. Compressed courses, co-teaching, independent study
   b. Overload, online, cross listed courses, and concurrent employment
   c. Special rate, per student rate
   d. Please indicate if the background check has been initiated, as appropriate. Background screening should be initiated for new faculty at the same time that an appointment request is submitted for processing.

B. Reappointment of Temporary Part Time Faculty – Request via Online Hire System

Reappointments for **continuing** temporary part time faculty (ie. part time faculty who are paid by the course) must be processed through the Faculty Online Hire System. Please use the following guidelines when completing the process:

1. Create **one** electronic hire form, per faculty member, per course. Please be sure to complete and review **all** applicable fields on the hire form.
2. Use the Fall 2019 Term Code – 201903.

3. Include **all** pertinent information in the "Remarks" section of the hire form including, but not limited to, the following:
   a. Compressed course, co-teaching, independent study
   b. Overload, online, cross listed courses, and concurrent employment
   c. Special rate, per student rate

Initiate background checks for rehires that have a 13+ month gap in service at the same time that their teaching appointment is submitted for processing. (Directions for initiating a background screening are provided below).

<div align="center"><u>GUIDANCE FOR REGULAR PART TIME APPOINTMENT REQUESTS</u></div>

A. Appointment of New Regular Part Time Faculty – Request via <u>Online PA7 System</u>

New regular part time faculty must be hired through the online PeopleAdmin 7 (PA7) Faculty/Librarian Employment System. The PA7 Administrator's Users Guide is a valuable tool to help with navigating this system. This guide may be found at this link: <u>PA7 Administrators Guide</u>. For assistance with PA7, or to request access to the system, please contact Nura Kinge at <u>fpo_recruit@gwu.edu</u>.

B. Reappointment of Regular Part Time Faculty – New Process

A Change in Status form must be submitted for regular part-time faculty who are being reappointed for the 2019-2020 academic year.

In accordance with the new Collective Bargaining Agreement (CBA), regular part-time faculty who are being reappointed will receive a reappointment letter from the Provost prior to the fall semester.

<div align="center"><u>GUIDANCE ON COURSE LOAD, BACKGROUND SCREENING, I-9 COMPLETION,
AND GW EMAIL ADDRESS AND NET ID AQUISITION</u></div>

A. Course Load

Part time faculty may teach up to a maximum of nine credit hours per academic year. Requests for overload teaching due to exceptional circumstances should be sent to the Dean and the Provost for approval.

B. Background Screening

The university is required to conduct a standard background screening for all new part time faculty, and for reappointed part time faculty with a 13+ month gap in service. All offers of employment are contingent upon the successful completion of a background screening.

Background screenings for temporary part time faculty must be initiated by schools. The hiring material moves forward in workflow while the background screening is in process. The responsible party initiating the screening should send an email to Talent Acquisition and Recruitment (TAR) at facultybg@gwu.edu.   This email should include all pertinent information such as: name, email address, position, anticipated start date, etc.

C. I-9 Employment Eligibility Form Completion

The University is required by federal law to verify the eligibility of a faculty member to legally work in the United States and at GWU. As a result, employment offers are contingent upon the timely completion of the legally required I-9 verification process. Departments must notify new faculty members, prior to their first day of work, of the need to complete the I-9 Form within three days of hire. Departments should notify any faculty members expected to teach in the Fall 2019 semester that an I-9 should be completed no later than August 16, 2019. The guidelines, locations and office hours for completing the I-9 process can be found at https://hr.gwu.edu/completing-i-9-process. Failure to provide appropriate I-9 documentation within three days of hire will result in immediate termination of employment.

D. GW Email Address and NetID Aquisition

Departments should also advise all new faculty members that their GW email address will need to be set up prior to the start of classes.   Faculty can claim their NetID at https://identity.gwu.edu/claim. **Please note that faculty members will not be able to claim their NetID until they have completed an I-9**.

RESOURCES

If you have questions, please contact the following resources as appropriate.

I-9 Completion:	Faculty & Staff Service Center at 202-994-8500
PA-7 inquiries:	Nura Kinge, Recruitment Specialist, at fpo_recruit@gwu.edu
For all other inquiries:	Debra Churos, Director, Part-time Faculty Personnel Administration, at dchuros@gwu.edu
	Danielle Swails, Administrative Supervisor, Faculty Affairs Operations, at fpo_pt@gwu.edu