

## How to Hire Temporary Faculty Guideline

This document is to inform of rules and regulations regarding hiring temporary faculty, as well as to provide a resource for hiring temporary faculty appointments during fall and spring semester. For questions or assistance on hiring temporary faculty, please contact Cari Espenschade at [cari@uidaho.edu](mailto:cari@uidaho.edu) or (208) 885-6036.

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## Who are Temporary Faculty?

- Temporary faculty hires may include individuals with a status of: Student, Lecturer, Visiting Faculty, Acting Faculty, Adjunct Faculty, Affiliated Faculty, and Emeritus Faculty.
- A student for hiring purposes is defined as currently enrolled for at least 9 credits during the semester of instruction or work, or if teaching or working in the summer must be enrolled for at least 6 credits during the summer, or at least 9 credits for the upcoming fall semester.
- Temporary faculty appointments are typically made on a semester basis or for terms within a semester.
- All hires are subject to meeting the faculty qualifications guideline (pg 3).
- These faculty appointments, which are temporary, are defined in [FSH 1565.](#)

## Faculty Qualification Guideline

Faculty appointments and instructional assignments are determined by the following educational requirements and qualifications for alignment with both regional institutional accreditation standards and program accreditation standards when applicable. All appointments made will adhere to the hiring policies and procedures of the University.

### **(A) To teach baccalaureate course work:**

- A doctorate/terminal degree in the teaching discipline is preferred in all cases.
- A master's degree in the teaching discipline or closely related field is required.
- For all courses taught in the College of Law, a J.D. is required.

### **(B) To teach graduate course work:**

- A doctorate/terminal degree in the teaching discipline is required.
- Graduate Faculty must have a doctorate/terminal degree.
- All faculty teaching graduate level courses should hold graduate faculty status.

### **(C) To teach as temporary faculty, visiting faculty, instructional affiliates, or other individuals hired to be an instructor of record:**

- The individual must meet the educational qualifications in A and B above.
- If the individual does not meet the education qualifications above but has a combination of 1) bachelor's degree or higher and 2) graduate coursework in the discipline or 3) exceptional experience that qualifies them to deliver specific coursework, then the hiring unit may submit a request for an exception following the process below.

#### **Exception Request**

- An exception can be requested via the 'Exception to Faculty Qualifications Request Form.' Visit the Provost Office website for the correct form. This process is limited to external candidates who are not current UI University Faculty.
- Exceptional and/or unique expertise must be demonstrated and include documentable elements of regional, national, or international recognition (e.g., substantive honors and awards, provide expertise beyond that found in the program/department, and/or increase the potential for students and faculty to extend their knowledge and professional activities.
- Exception requests are reviewed on a case-by-case basis and must be approved by the Vice Provost for Faculty.
- Exceptions must be allowable under any specialized accreditation standards for the teaching discipline.

### **(D) To teach as a Graduate Assistant, Teaching Assistant, or Research Assistant:**

- A master's degree in the teaching discipline is preferred in all cases.

- If the master's degree is not complete, the assistant must have at least 18 graduate credits in the teaching discipline.
- If the assistant does not have at least 18 graduate credits in the teaching discipline, they must have an undergraduate degree in the discipline (major or minor) and be directly supervised by a qualified faculty member.
- In order for a graduate assistant to deliver masters level coursework, the graduate assistant is required to hold a master's degree or higher in the teaching discipline or related area with supervision by an appropriately qualified graduate faculty member.
- The graduate assistant should receive regular in-service training and planned/periodic evaluations.
- Graduate Assistant supervisors must meet the educational requirements in A and B above.

## Hiring Process

The following steps must be completed on or before the first day of work. The employee must go to or contact Human Resources to complete some steps. Refer to Human Resources [onboarding steps](#).

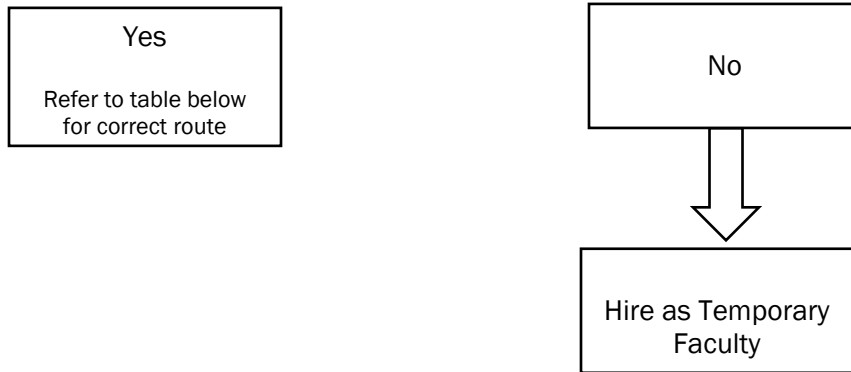
1. Review Banner: Determine if candidate has a current employee appointment. Next, review the temporary faculty hiring routes to determine the appropriate hiring paperwork. *Note:* Individuals who accept hourly jobs but then also teach for us automatically get bumped to an hourly instructional appointment. It is the college's responsibility to monitor appointment terms for individuals working as temporary faculty regardless of their employee classification and EPAF for pay (hourly employee, exempt employee, and faculty).
2. The employee must submit to a criminal background check and receive a successful result of "Meets Company Standards" (if using PeopleAdmin, can be done within the system or use paper form on HR website).
3. Complete the Employee Information Application with HRS (personal info, demographics, policy, nepotism, etc.), consent to accuracy.
4. Payroll paperwork, (W-4 Form, direct deposit, etc.)
5. The employee must complete an I-9 form (contact Human Resources).
6. Submit Temporary Faculty Contract (or other required hiring paperwork as determined by reviewing 'Hiring Routes') to [Provost Office OneDrive](#). If using People Admin provide action number on the contract. Faculty Hiring Forms include CV, conflict of interest form, and intellectual property form following the timeframe listed on the contract.
7. An Electronic Personnel Action Form, (EPAF) in Banner must be initiated after completion of the I-9 Form to initiate payroll. Whenever possible this should be completed prior to the first day of work.

## Hiring Routes

Temporary Faculty are hired on a semester-by-semester basis at .475 FTE or lower. This applies to all methods of hire. Hiring exceptions are identified on page 7.

Prior to submitting hiring paperwork, review the faculty qualifications guideline to ensure the candidate is qualified for the proposed appointment. All appointments require final approval from the Provost and Executive Vice President.

**Does the candidate have an existing appointment with the University of Idaho?**



Existing Employee Classification	Hiring Route
Temporary Faculty	<a href="#">Temporary Faculty contract</a>
Exempt Staff	<a href="#">Staff Salary Change Form</a> , select Instructional Compensation
Classified Staff	<a href="#">Staff Salary Change Form</a> , select Instructional Compensation
Temporary hourly or student	<a href="#">TH Instructional Compensation</a>
Adjunct Faculty	<a href="#">Temporary Faculty Contract</a>
Graduate student with assistantship	First consult with Graduate College as needed; upon approval submit <a href="#">Temp Faculty contract</a>

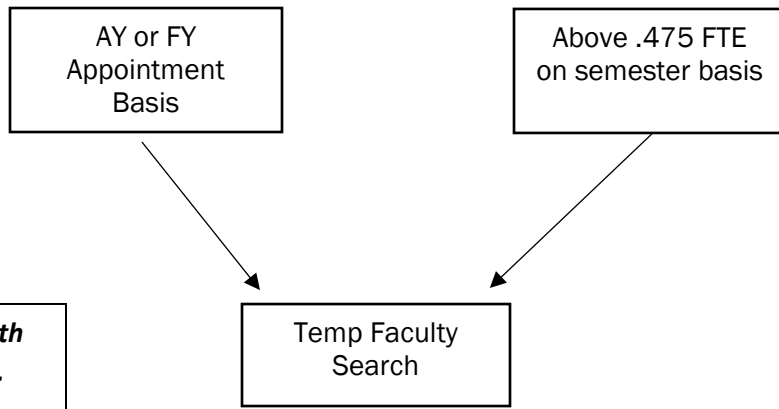
## Hiring Exceptions

Hiring exceptions require approval via People Admin action submittal.

Hiring exceptions include: 1) Academic Year (AY) or Fiscal Year (FY) appointment basis

**OR**

2) FTE above .475 FTE for a semester only hire



*The search is the expectation, with the waiver an unusual exception.*

**OR**

Search Waiver

## Temporary Faculty Search

### Process:

1. Initiator user role starts a Temp Faculty Action within Position Management in People Admin.
  - In the 'Position Summary' include the anticipated courses to be taught and the range of classes and credits you are recruiting for.
2. Action will proceed through process identified on [workflow](#)
3. Applicants apply online
4. The posting must run for **at least seven days** and utilize auto enabled advertising
  - A temporary position posting cannot be left open for more than three months per recommendation of the US Office of Contract Compliance Programs
5. Hiring manager or supervisor selects who to interview and hire
6. Unit/college submits hiring request to Provost/EVP user role in People Admin.
  - Add to history comments requested salary and any special requests that need approval
7. Provost Office reviews and once approved moves to 'Approved for Contingent Offer'
8. Provost Office drafts offer letter for unit/college
  - Semester hires do not have offer letters and can use the standard temp faculty contract
9. Completing steps identified on Hiring Process

### Note:

- If a semester hire, approval to hire above .475 FTE is only for one semester.
- Include the PeopleAdmin hiring action number on the temp faculty contract.

### Temp Faculty Search Best Practices and Benefits of a Search:

- Establish consistent and fair procedures for evaluating applicants and selecting finalists. As a reminder, all records must remain on file with the AAC.
- Review the same postings for examples of a flexible posting, giving the unit flexibility in appointing individuals to meet your department hiring needs.
- Streamlined process that will yield the most qualified and eligible individuals for the position.
- Flexibility and autonomy in the hiring process.
- Ability to utilize free advertising options.
- Provides the hiring unit with records of commitment to the University's EEO/AA policy and standards.



## Temporary Faculty Waiver

Waivers are not guaranteed approval; they are subject to recommendation by the Office of the Provost and Executive Vice President and approval by the Office of Equal Employment Opportunity and Affirmative Action.

### Process:

1. Initiator user role starts a Temp Faculty Action within Position Management in People Admin. On the 'Exception or Waiver' tab provide the necessary information to explain the waiver request.
2. Action will proceed through process identified on [workflow](#)
3. Upon all applicable approvals, the Provost Office drafts offer letter for unit/college.
  - Semester hires do not have offer letters and can use the standard temp faculty contract
4. Completing steps identified on Hiring Process.