Temporary Faculty (Lecturer) Hiring Process (2018)

	Department	Candidate	College/Dean's Office	University Personnel (UP)	Teaching, Learning & Assessment (TLA)
1-3 Weeks	Review, interview, select finalist and complete Request to Recruit/ reference, and Candidate Recommendation Form. Email to UP and College Analyst.	Submit online application(s)	CA enters contract data in CMS, prints appointment letter, sends to employee, and copies department and UP.	Create POI instance in CMS.	
		Complete online application		Request online background check	
				After successful check, enter employee on TLA, Benefit, and UP tracking logs. Verify FTE for employee	
1-2 Weeks	Submit all hard copies to Dean for signature		CA sends completed Recruitment Record and signed CRF and letter to UP	Submit IT request for OtterID, email and directory info and Instructor form	
				Send welcome email to new employee with instructions and copy department	
1 Week	Submit Facilities request for access/ keys and any additional training	Schedule appointment with UP to sign appointment letter and complete hiring paperwork			Send New Faculty Orientation letters
1-2 Weeks				Email appointment letter to CA. Prepare and send documents to Payroll for processing.	