

## Temporary Faculty – Search Process Checklist

<b>STEP #</b>	<b>STEP</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>NOTES</b>
1	Complete ETH (Exception to Hire) Form	Department Chair/Dean/Provost's Office	The Deans send their temporary request to the Provost. An ETH is created and then goes to the Budget office for them to complete their part of the ETH. It then goes to the Vice-Presidents for approval and then to the President for approval.
2	Notification of Approval of ETH	Provost's Office	Once the ETH has been approved by everyone, the Provost's office will notify the Deans.
3	<p>If the Department is renewing current temporary faculty, move straight to step 9.*</p> <p>*Please note Article 11.I.1 A temporary faculty member who has been employed for a cumulative total of at least 60 workload hours at the same University and received satisfactory evaluations at every level shall have preference in decisions concerning appointment to a temporary position in the same department, in cases where the faculty member is relatively equally qualified to other candidates for the position. If two or more candidates have earned preference, the determination of which faculty member is appointed will be made at the sole discretion of the President or their designee.</p>		
4	If the Department is searching for new temporary faculty, then a posting needs to be created. Move to Step 5.		
5	Outreach to Human Resources Specialist	Chair/A Dean or AA  HR Specialist	<p>Chair/A Dean or AA reaches out to HR Specialist to create a Position announcement (posting).</p> <p>Please provide the following information: Duties, required qualifications, if the candidate will work off-campus and/or provide instructions through distance education and any additional information to the Special Instructions.</p> <p>Lastly, how long the posting will run for, and the names of those to be given access to review your candidates in NeoEd.</p> <p>HR creates new posting in NeoEd and seeks Departmental approval of completed posting.</p>
6	HR seeks final approval from Provost's Office	HR Specialist HR Posts Ad	<p>HR sends posting for review and approval to the Provost.</p> <p><a href="http://www.schooljobs.com/careers/iupedu">www.schooljobs.com/careers/iupedu</a> and <a href="http://www.higheredjobs.com">www.higheredjobs.com</a></p> <p>The ad will run for the period requested (5-30 days).</p>
7	Candidates Referred	HR Specialist	Qualified candidates will be referred via NeoEd 2-3 times a week to the Chair/Department Faculty involved in the search.
8	Review of Candidates	Department Chair	Chair/ Department Faculty involved in the search may start reviewing candidates as they are referred.

			When posting closes choose candidates to hire, inform HR Specialist.
9	Faculty Vote/Appointment Forms	Chair/Dean	<p>Chair completes faculty vote and sends the faculty vote form, the appointment form*, and the English fluency form to the Dean for approval. The Dean's office will then forward those 3 forms to the Coordinator of Academic Personnel and Budget.</p> <p>*Please complete the entire appointment form including the department, the cost center they are being charged to, the number of credits they are teaching, their rank and step, if they are teaching online, if they are being asked to teach at a branch location, dates they are teaching, faculty vote results and highest education.</p> <p>Please note: Rank and step will be Q01-1 unless there is a good reason.</p>
10	Onboarding	HR Specialist	<p>Once the Provost's Office and Budget sign the authorization form, the HR Specialist will send out an appointment letter and will start onboarding any new hires through NeoEd.</p> <p>Once onboarding is completed the day 1 hire action will take place. The following morning a P&amp;C email notification that the hire is complete will be sent out. The Dean, Chair, A Dean and AA will be copied, and the department can now assign courses.</p>
11	Turn Down Notices – Candidates not chosen	HR Specialist	HR Specialist will send out turn down notices to all candidates that were not chosen, unless otherwise directed by the Search Chair.
ETH, Faculty Vote, Faculty Appointment and English Fluency Forms are available at: X:\Public\Academic Affairs Information\Authorizations-Appointments			

### Qualifications for Benefits

<b><i>Temporary Faculty Appointments</i></b>	<b><i>FTE</i></b>	<b><i>Qualify</i></b>
One Semester Only		Does not qualify for benefits
AY Appointment	FTE of 50% - 99.99%	Qualifies for partial benefits
AY Appointment**	FTE of 100%	Qualifies for full benefits
Back-to-Back Semesters Fall & Spring	FTE of 50% - 99.99% for both semesters	Qualifies for partial benefits
Back-to-Back Semesters Fall & Spring	FTE of 100% for both semesters	Qualifies for full benefits
Back-to-Back Semesters Spring & Fall	FTE of 50% - 99.99% for both semesters	Qualifies for partial benefits
Back-to-Back Semesters Spring & Fall	FTE of 100% for both semesters	Qualifies for full benefits

\*\* For those temporary faculty with an AY appointment at 100% - If they are being renewed for the following fall semester they maintain benefits over the summer.

### Summer Temporary Faculty – Search Process Checklist

1	Complete ETH (Exception to Hire) Form	Department Chair/Dean	Dean, or Department Chair, to complete the Request for Exception to Hire form and submit it to the Provost with a copy to the Coordinator of Academic Personnel and Budget. The ETH then goes to the Budget office for them to complete their part of the ETH. It then goes to the Vice-Presidents for approval and then to the President for approval.
2	Notification of Approval of ETH	Provost's Office	Once the ETH has been approved by everyone, the Provost's office will notify the Dean.
3	Appointment Information	Department Chair/Dean	The Dean or department will enter the summer contract into the system, but only after the ETH has been approved.