

## Part-Time Affiliate Faculty Hiring Procedures May 24, 2005

There are four major kinds of part-time affiliate faculty: four-fifths (80%),<sup>1</sup> half-time (50%), full-time one semester, and per course affiliate faculty. The status of each faculty is described in the Faculty Handbook (Part IV, introduction).

The Part-Time Affiliate Faculty Hiring Procedure is intended to help departments a) fill anticipated openings from a qualified and diverse pool of part-time affiliates, and b) refresh their pools<sup>2</sup> of qualified affiliates who may remain available for subsequent anticipated openings. This policy advocates the use of advertising and pools, except in late notice/emergency situations as described below.

The recruitment of part-time affiliate faculty, “like that of full-time faculty members, is the responsibility of the Department under the leadership of the Chairs, but follows a different procedure.” Faculty Handbook IV. P and Q. One major difference between hiring full-time and part-time faculty is the calendar. Whereas, requests for full-time affiliate faculty are ordinarily made in the Spring semester, requests for part-time affiliate faculty are made throughout the year as Chairs consider the ordinary rise and fall of student enrollments, the impact of the next year’s sabbaticals and other leaves, course coverage, and various unexpected events that occur in a department. Deans and Chairs should plan as carefully as possible, and they should be ready when a hiring need arises. When departments are faced with a “hiring emergency” (i.e., a need develops less than one month before classes begin, and no appropriate teaching staff can be found in the existing pool), Chairs should refer to the last column of the attached table.

The following table does not aim to include as much detail in the procedures for hiring part-time affiliate faculty as there is in the procedures for hiring full-time faculty. Instead, it aims to highlight the major differences between the two procedures so that all parties involved in hiring (especially faculty, administrators, and Human Resources) can work together throughout the process.

With regard to Late Notice/Emergency Appointments, an “emergency” is a need that develops *less than one month* before classes begin. For example:

- the establishment of additional sections due to *unanticipated* high enrollment in a course, and no appropriate teaching staff can be found in an existing pool; or
- an *unanticipated* need that arises during the semester that removes a teacher from the classroom, and no appropriate teaching staff can be found in an existing pool.

In sum, departments should resort to these emergency procedures only when an unanticipated need arises and there is no other way to address the new need for classroom coverage.

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<sup>1</sup> Please note: Only four-fifths faculty whose appointments are for a full year are eligible for benefits under the College's flexible benefits cafeteria plan. Benefits offered include medical, dental and vision coverage; term life insurance; long and short term disability; and flexible spending accounts. All other categories of affiliate faculty discussed in this document are not eligible for the cafeteria plan. Please contact HR for additional details and/or for information regarding the College's retirement plans.

<sup>2</sup> This procedure assumes departments have developed pools from which they select appropriate affiliates to teach their classes. When a department does not have an active pool from which to select affiliates, this procedure continues to apply and should facilitate the development of an appropriate pool to reduce the need to resort to “emergency” hiring procedures.

FACULTY STATUS HIRING STEPS	FOUR-FIFTHS, HALF-TIME, FULL-TIME SINGLE SEMESTER	PER COURSE AFFILIATES	LATE NOTICE/EMERGENCY APPOINTMENTS
1. <b>Position Authorization</b>	Use Position Authorization Form. The most current version of this form is available at <a href="http://www.loyola.edu/academics/academicaffairs/documents/paa.pdf">http://www.loyola.edu/academics/academicaffairs/documents/paa.pdf</a> .	Draw from department pool or contact HR about advertising.	Identify an appropriate person to fill the unanticipated need.
2. <b>Advertising</b>	Departments should advertise locally after submitting the most current <a href="#">PAA</a> form. Departments may consult HR to consider using the new on-line employment and recruitment system for searches. Advertising outlets will include: <i>The Baltimore Sun</i> , <i>The Washington Post</i> , and any local MD/Atlantic/East Coast minority caucuses of appropriate professional organizations. Additionally, ads will be sent to appropriate graduate departments in the Philadelphia-Baltimore-Washington, DC region.	HR will initiate a call for group advertisements on a May – October schedule to reduce costs and help departments regularly maintain active pools. Advertising outlets will include: <i>The Baltimore Sun</i> , <i>The Washington Post</i> , and any local MD/Atlantic/ East Coast minority caucuses of appropriate professional organizations. Additionally, ads will be sent to appropriate graduate departments in the Philadelphia-Baltimore-Washington, DC region.	
3. <b>Application Acknowledgement, Evaluation, and Essay on Jesuit Mission</b>	<b>Initial Dossier:</b> 1) cover letter; 2) <i>curriculum vitae</i> ; 3) names, phone numbers, and title of 3 professional references; 4) official transcripts for the qualifying degree. Essay instructions are on the <i>Faculty Application Dossier</i> , which is accessible from the Academic Affairs homepage. Not all applicants must write an essay, but the essay must ordinarily be a component in determining the shortlist.	<b>Initial Dossier:</b> 1) cover letter; 2) <i>curriculum vitae</i> ; 3) names, phone numbers, and title of 3 professional references; 4) official transcripts for the qualifying degree. Per course faculty are not required to write an essay. However, chairs should give per course faculty Loyola’s Vision and Values statement and discuss it with them as they introduce them to the College.	Request and secure the person’s dossier as soon as possible, and by the third week of classes. The dossier consists of <ul style="list-style-type: none"> <li>• A cover letter;</li> <li>• A <i>curriculum vitae</i>;</li> <li>• The names, addresses, telephone numbers, and title of three appropriate references;</li> <li>• Official transcripts for the qualifying degree.</li> </ul> Chairs should give per course faculty Loyola’s Vision and Values statement and discuss it with them as they introduce them to the College.

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<p><b>4. Short-list Determination, Selection, and Appointment</b></p>	<p>Department Chairs will determine the shortlist according to the practice of the department. The Department Chair will determine the interview schedule. Use the most current <a href="#">Employment Recommendation Form</a> when recommending the appointment of the successful candidate. Chairs must ensure that new faculty members complete the I-9 and <b>both</b> tax forms and return them to HR as soon as possible. Receipt of the I-9 <b>and the tax forms</b> by HR triggers establishment of e-mail and Blackboard accounts and facilitates access to the Library. Temporary library cards, issued before permanent campus identification cards, are available to new appointees through the Library's front desk. The Employee Recommendation Form is available at <a href="http://www.loyola.edu/academics/academicaffairs/documents/erf.pdf">http://www.loyola.edu/academics/academicaffairs/documents/erf.pdf</a></p>	<p>Department Chairs will determine the shortlist according to the practice of the department. The Department Chair will determine the interview schedule. In the case of Per Course Affiliates, Chairs send a list of recommended appointments to the Dean, and the Dean's Office issues a contract. Once the contract has been returned to the Dean, the Chairs must ensure that new faculty members complete the I-9 and <b>both</b> tax forms and return them to HR as soon as possible. Receipt of the I-9 <b>and the tax forms</b> by HR triggers establishment of e-mail and Blackboard accounts and facilitates access to the Library. Temporary library cards, issued before permanent campus identification cards, are available to new appointees through the Library's front desk.</p>	<p>If you are filling a one-year appointment, use the <a href="#">Employment Recommendation Form</a>. Otherwise, send all relevant information to the Dean's Office. The Dean's Office will issue a contract. Chairs must ensure that new faculty members complete the I-9 and <b>both</b> tax forms and return them to HR as soon as possible. Receipt of the I-9 <b>and the tax forms</b> by HR triggers establishment of e-mail and Blackboard accounts and facilitates access to the Library. Temporary library cards, issued before permanent campus identification cards, are available to new appointees through the Library's front desk.</p>
<p><b>5. Records<sup>3</sup> of all Applicants</b></p>	<p>Keep records for two years. All EEO information should be recorded and included on Employment Recommendation Form.</p>	<p>Keep records for two years. For those whose applications were not sent in response to an advertisement, "records" include the applicant's letter of application and the Chair's response. "Records" for faculty who apply in response to an advertisement include their application materials and the Chair's response.</p>	<p>Keep records for two years.</p>

<sup>3</sup> "Records" means the [faculty dossier](#), a copy of the advertisement(s), EEO summaries (from HR), and pre-hire correspondences between the Department and the applicants and successful candidate.

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<b>6. Record of appointed applicant</b>	Keep records of all correspondences in a separate file for the period of employment. All EEO information should be recorded and included on Employment Recommendation Form. For hires in this category, "records" include the faculty dossier, important correspondence, and the Employment Recommendation Form.	Keep records for period of employment. Departments may keep the records permanently once the period of employment has ended, or they may forward records to Human Resources for archiving.	Keep records for the period of employment. Departments may keep the records permanently once the period of employment has ended, or they may forward records to Human Resources for archiving.