



OFFICE OF PROVOST & VICE PRESIDENT
Academic Affairs

MEMORANDUM

DATE: June 20, 2018
TO: Associate Deans
FROM: Pamela S. Chally *PC*
SUBJECT: **PROCEDURES - Part-time Faculty Contracts for 2018-2019 Academic Year**

In accordance with the University Faculty Employment policy, all part-time faculty files must be submitted to Academic Affairs for approval. Once the department has been notified that Academic Affairs has approved the hiring of a part-time faculty, the department may process the part-time faculty contract as detailed below.

Please share a copy of the documents listed below with each of your departments. The Part-time Faculty Calendar includes dates for the academic year (Fall, Spring, and Summer). Academic Affairs will accept part-time files for any of these semesters at any time during the academic year.

Also share the list of acceptable I-9 documents with each of your part-time faculty. The documents are located on the Academic Affairs website [Budget and Personnel](#) web page—New Hire Process for Faculty, Part-time Faculty section.

- 1) Part-time Faculty Calendar (2018-2019 Academic Year)
- 2) Part-time Faculty Departmental Guidelines
- 3) Acceptable I-9 documents
- 4) Request for Non Graduate Faculty to Teach Graduate Courses (Grad Form).
Any part-time faculty teaching a graduate level course must have a Grad Form each semester for each graduate course. Please submit all Grad Forms to Academic Affairs for review and approval.
- 5) Faculty Documentation Checklist Form

DEFINITIONS

New Part-time Faculty – May be new to UNF or a returning part-time faculty with a break in service of over one year.

- A background check is required for all new part-time faculty and they must report to the Office of Human Resources to sign their part-time faculty contracts and to verify I-9 compliance.

Part-time Faculty With a Break in Service - If a part-time faculty has not taught in over a year (e.g.- if the last term taught was Spring 2017 and they come back to teach in Fall 2018), the faculty has a break in service and is now considered a new part-time faculty.

- Background check and I-9 re-verification will be needed.

Returning Part-time Faculty Without a Break in Service - Returning part-time faculty must have taught a course at UNF during the last year (e.g. if they last taught in Fall 2017 and return to teach in Fall 2018), then they are considered returning part-time faculty.

- Returning part-time faculty will report to the department to sign their part-time faculty contracts.

Processing Part-time Contracts in Human Resources (New Faculty)

- Once the part-time file is approved in Academic Affairs and notice of approval and paperwork pickup is sent to appropriate College/Dean's office, the part-time faculty contracts should be forwarded by the College/Dean's office to Human Resources.
- For part-time faculty TBA sections, please forward contracts to Human Resources as soon as a part-time faculty has been identified and the part-time faculty file has been approved by Academic Affairs.
- The Office of Human Resources (HR) is open from 8:00am to 5:00pm, Monday through Friday. If a part-time faculty is unable to come in during these hours to sign his/her contract, please have them contact Human Resources at 620-2903 to schedule an appointment.
- Each part-time faculty should bring the appropriate documentation to HR when he/she reports to sign the contract (refer to item 3 listed on page 1). These documents are acceptable to certify employment eligibility (I-9 verification) under the Immigration Reform and Control Act. Please note that if proper I-9 documentation is not on file by the first day of the semester, the part-time faculty's contract **will be rescinded**.

For questions, please email Catherine Trask at c.trask@unf.edu.

cc: College Administrative Assistants
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