

Part-Time Faculty Files and Contract Processing Guidelines

CONTACTS

Academic Affairs

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IMMIGRATION

If hiring a foreign national, contact Missy Purvis prior to initiating and forwarding the part-time faculty file to Academic Affairs to ensure proper processing.

BACKGROUND CHECK REQUIREMENT (Effective 07/01/14)

Offers of employment are contingent upon the successful completion of a Level 2 background check. If this background screening has not already taken place, you will soon receive an email from CastleBranch, our employment screening vendor, requesting information to begin the background screening and schedule a fingerprinting appointment. It is important that you submit your information upon receipt to avoid delays in the hiring process. Once your information is submitted, results are returned to Human Resources for review within 3 to 5 business days.

If you are a foreign national, this timeframe may take longer. In the event that the background check has not been completed at the time your appointment begins, your continued employment will be contingent upon receipt of a background check report that is acceptable to the university.

PART-TIME FACULTY PROCESSING

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 HR 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 2016 and they come back to teach in Fall 2017), 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 Spring 2016 and return to teach in Spring 2017), then they are considered returning part-time faculty.

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

PREPARING PART-TIME FACULTY FILE

The part-time faculty file folder should be a green, legal size file folder with 2 clasped sections. The file must include:

- A completed faculty documentation checklist signed by the Department Chairperson and College Dean (always download Fac Doc Checklist from [AA/Budget Website/Part-time Faculty](#)).
- SACSCOC documentation including 1) an original official or PDF transcript (must be from approved PDF vendor list); 2) three current letters of recommendation reflecting signature - copies acceptable; electronic signature not acceptable. Written letter cannot be provided by the hiring officer; and 3) a current vita.
- A completed part-time faculty contract signed by the Department Chairperson and College Dean. The part-time faculty **DOES NOT** sign the contract at this time. The file is acceptable with an original or copy of the part-time faculty contract.
- A “Request for Non-Graduate Faculty to Teach Graduate Courses” (if a part-time faculty is assigned to teach a graduate course), then, each semester, this form must be submitted to Academic Affairs for review and approval.
- If needed, a Faculty Credential Exception Request that will include a Justification Narrative and Matrix.

Justification Narrative: When determining acceptable qualifications of faculty, UNF gives primary consideration to the highest earned degree in the discipline. UNF also considers competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous

documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. In cases where a faculty member does not possess the traditional academic preparation outlined in the SACSCOC minimum qualification requirements section of the Faculty Employment policy, it is the responsibility of the department to justify the exception.

Matrix: The matrix is used to map the qualification portfolio of the faculty member to the learning outcomes of the course. The first two columns will always resemble the example below. Common qualification areas are Other Academic Preparation (baccalaureate or masters in field; related degree), Licensure/Certifications, Honors/Awards, Related Work Experiences, etc.

SAMPLE MATRIX

Course	Student Learning Outcomes	Other Academic Preparation including Licensure/Certifications	Related Work Experiences	Honors, Awards, Scholarship in the discipline	Other competencies
ABC 1111					

Set up of Part-time faculty file:

When setting up a part-time faculty file, the following setup is required.

Clasped to LEFT side	Clasped to RIGHT side
Completed Faculty Documentation Checklist form signed by Chairperson and Dean	Completed Part-time Faculty Contract signed by Chairperson and Dean (copy is acceptable)
Faculty Credential Exemption Request/Narrative Matrix (if needed)	Request for Non-Graduate faculty to Teach Graduate Courses form (if needed)

<p>SACSCOC Documentation:</p> <ol style="list-style-type: none"> 1. Original official or PDF transcripts 2. Three current letters of recommendation (copies acceptable; electronic signature not acceptable) 3. Current vitae 	<p>Request for Approval of Extra State Compensation (if needed). --Link to form is available on Part-time Faculty Contract</p>
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Faculty Documentation Checklist:

Items that need to be completed on the faculty documentation checklist are as follows:

- Page1: Fill in faculty name and name of person preparing Faculty Doc Checklist.

Section I: Faculty Information (page 3)

- Name (Last, First, Middle)
- Date of birth: Show the date of birth as Month/Day only.
- Citizenship: Select citizenship status. If hiring a foreign national, contact Missy Purvis (x2703) in Academic Affairs.
- College: Provide the name of the college.
- N #: Provide N# if available.
- Department: Provide the name of the department.
- Initial Hire Date: List the initial hire date for the position.
- Position #: Do not complete for part-time faculty
- Class Code: Do not complete for part-time faculty
- Title: Do not complete for part-time faculty

Section 2: Salary Information – Do not complete this section for Part-time faculty (page 3)

Section 3: SACSCOC Compliance Checklist (page 4)

- Faculty name: This should have auto-filled after entering name on page 1.
- Mark the selection/box that indicates the faculty member meets SACSCOC qualification requirements.
- Offer Letter: Do not complete this section for part-time faculty. List NA.
- Part-time Faculty Contract: Leave this section blank. Date will be input by Academic Affairs.

SACSCOC documentation includes: The following documentation is needed in all files to meet SACSCOC criteria:

- **Official, original or PDF transcript:** Transcripts marked “**eMedia**” cannot be accepted. Transcripts marked “**issued to student**” can only be accepted if the original envelope accompanies transcripts and signature of employee who opened the transcripts is reflected on the envelope and the envelope is dated. The envelope must be official from the university. The transcript must also reflect the stamped official signature / seal from the university’s registrar’s office. **An original transcript must be in the file when received in Academic Affairs for approval.**
- **Highlight highest degree information on the transcript**
- If the transcript reflects a Master’s degree with at least 18 graduate semester hours completed in the teaching discipline, the **credit hours must be highlighted.** If the information is not highlighted, the file will be returned to your Dean’s office.
- PDF transcripts are acceptable if received from an approved vendor--the list of approved vendors is located on the Academic Affairs website under Budget and Personnel under Important Dates / Information and on the Faculty Documentation Checklist. If the approved vendor is not reflected on the list, contact Catherine Trask, x5728. When the file is forwarded to Academic Affairs, provide a copy of the PDF transcript notification and the PDF transcript.
- Three current letters of recommendation (signed copies acceptable; electronic signature not acceptable). Written letters cannot be provided by the hiring officer.
- A **current vita** is required reflecting up to date information on the part-time faculty member.

Provide the following information pertaining to receipt of transcript and degree information:

- Date the transcript was received in your department
 - Degree code (ex: Master of Science - MS)
 - Select “yes” or “no” indicating terminal degree
 - Degree date – (located on the transcript and reflected as date degree conferred)
 - The discipline – (located on the transcript and is indicated as the ‘major’)
 - The concentration (if shown on the transcript) - usually in the same area as the major but is worded as ‘concentration’
 - The full institution name
 - The approved PDF vendor name, if applicable
- Letters of recommendation: list the dates each letter of recommendation was received in the office and list the name of the person who wrote the letter. Three current letters of recommendation reflecting signature (copies acceptable; electronic signatures not acceptable) must be in file when forwarded to Academic Affairs for approval. Written letters cannot be provided by the hiring officer.
 - Current Vita/Resume: List the date the vita was received in the office.
 - Banner Updated: Leave this section blank. This section will be completed by Academic Affairs.
 - PAF / EPAF – Leave this section blank. This section will be completed by Academic Affairs
 - Background check verification – Leave this section blank. This section will be completed by Academic Affairs.
 - Comments – Include comments if needed.

Section 4: Part-time Faculty Course Information (page 5)

- Part-time course listing: complete the section listing each course the part-time faculty will be teaching.
- Comment section: include comments if needed.

Section 5: Faculty Documentation Checklist Signature Approval (page 5)

The Department needs to initiate the background check process.

- List the date request the background check was sent to EOD.
- List employment start date.

Signatures from the Chairperson and Dean are required on this page prior to approval from Academic Affairs. **If these signatures are missing, the entire part-time faculty file will be returned to the Dean's office.**

COMPLETION OF PART-TIME FACULTY CONTRACT: Items that need to be completed on the part-time faculty contract include:

Section I: Part-time faculty Information

- Faculty name
- N Number
- Account Codes: Index, Fund, Org
- OPS Contract amount
- College / Department
- Number of pay periods
- Payroll start and end date
- Biweekly rate of pay
- Date of first class
- FTE
- Effective term

Section II: Part-time Faculty Status

- Complete the areas in this section that apply to the part-time faculty
 - Note: **Each semester, a Request for Non-Graduate Faculty to Teach Graduate Courses” form is needed if a part-time faculty is assigned to teach a graduate course(s). See steps below.**
1. Provide the “Request for Non-Graduate Faculty to teach Graduate courses” form (with appropriate signatures) in the green part-time faculty folder that will be forwarded to Academic Affairs from the Dean's office.
 2. After the file has been approved in Academic Affairs, the “Request for Non-Graduate Faculty to teach Graduate courses” form will be forwarded by Academic Affairs to the Graduate School for review.

**** If the request is approved:** The approval form will be signed by the Graduate Dean and returned to Academic Affairs. A copy of the approved form will be returned to the Dean's office and an email will be sent to the appropriate staff. The original form will be kept on file in Academic Affairs. The Dean's office will send a copy of the approved form to the department (if the part-time faculty is **RETURNING**) and to Human Resources (if the part-time faculty is **NEW**).

**** If the form is not approved:** The form will be returned to Academic Affairs. Academic Affairs will then inform the Dean's office. The Dean's office will then notify the department.

Section III: Assignment

- List courses being taught (Course #, Section #, Title, Credit Hours)

Section IV: Additional Information/Non-Instructional Activity

- List description of non-instructional activity in this area if applicable

Section V: Research

- List description of research in this area if applicable

Section VI: Employee Certification

- Type the name of the part-time faculty on the line
- Select "**I am**" or "**I am not**" employed by the State of Florida
- Appropriate signatures from the Department Chairperson and College Dean are required on the contract when the Dean's office forwards the file to Academic Affairs for approval. The part-time faculty member will sign his/her contract after the file has been approved by Academic Affairs. A copy of the approved checklist will be forwarded back to the Dean's office from Academic Affairs along with an email letting the Dean's office know the part-time faculty file has been approved. The Dean's office will forward the faculty contract to Human Resources. Once the contract is in Human Resources, the part-time faculty will need to visit Human Resources to sign his/her contract and process for payroll.
- Academic Affairs will sign the Faculty Documentation Checklist form and initial the Part-time faculty contract once the file has been reviewed.

- The part-time faculty member needs to review and initial the background check and SACSCOC Compliance Statement and then sign the contract and provide their email address.

THE PROCESS ONCE THE PART-TIME FACULTY FILE ARRIVES IN ACADEMIC AFFAIRS:

- All items in the green file are date stamped upon arrival.
- All green files are then forwarded to Catherine Trask and she will review and process the part-time faculty information and SACSCOC documentation. The file is reviewed to ensure a completed faculty documentation checklist, proper SACSCOC documentation, completed part-time faculty contract and other documents (if needed) are included.
- After files are reviewed, Academic Affairs will update and add information on the faculty documentation checklist form as needed.
- If the file has all of the necessary documentation, the file will be processed through several stages in Academic Affairs and approval will be obtained.
- If the necessary documentation is not in the file, the file will be returned to the appropriate staff in the Dean's office requesting the proper documentation be provided.
- Once the file is approved, it is forwarded to Catherine Trask for faculty activation and banner input.
- If the file is approved in Academic Affairs, the "Faculty Documentation Checklist Form" will reflect the appropriate signature and the part-time faculty contract will be initialed by AA. Once approved, the Dean's office will be notified via email. A copy of the approved checklist along with the contract and grad form (if applicable) will be put in the appropriate college box in Academic Affairs for pick up by the Dean's office.

Cancellation of Part-Time Faculty Contract:

If a part-time faculty contract needs to be cancelled prior to receipt of the approved contract and checklist back from Academic Affairs:

- Send an email note to the Dean's office.

- The Dean's office will then need to send an email to Catherine Trask (c.trask@unf.edu) so records can be updated.
- The cancelled part-time file will be returned to the appropriate staff in the college Dean's office.

If a part-time faculty contract needs to be cancelled after receiving the approved contract and checklist back from Academic Affairs:

- Send an email note to the Dean's Office.
- The Dean's office will then need to forward the cancellation request to Ricarla Jackson (r.jackson@unf.edu) and Stefanie Levine (s.levine@unf.edu) in Human Resources.
- Copy Catherine Trask (c.trask@unf.edu) and Missy Purvis (mpurvis@unf.edu), on the email so the records in Academic Affairs can be updated.

Part-Time Faculty file folder previously approved:

- Approval on a previously approved part-time folder only if there is a break in service or a significant difference from the course(s) previously approved.
- In this case, an approved green part-time faculty folder should already be on file in Academic Affairs.
- A new contract indicating the course change will need to be provided along with a faculty completed documentation checklist. Include any SACS documentation that may have changed from the previous documentation provided that is already on file in Academic Affairs.
- This information should be sent to Catherine Trask in Academic Affairs via your Dean's office in a manila folder. Once the information is received, it will be incorporated in the previously approved file.
- The file will be processed for approval. Once approved, the Dean's office will be notified and the appropriate paperwork will be put in the appropriate college box.

Visiting Faculty moving to Part-time Faculty with No Break in Service:

A part-time faculty file will need to be set up on the faculty member. The file should include:

- A completed Faculty Documentation Checklist form signed by the Chair and Dean.
- *Transcript - will not be needed because the original transcript should be in the visiting faculty full-time file in Academic Affairs. Please note in the comment section on the checklist that the individual was previously a visiting faculty and documentation is on file in Academic Affairs. Provide a copy of the transcript in the part-time file when sending it to Academic Affairs for review so file can be reviewed, approved and returned in a timely manner.
- Letters of Recommendation - the letters can be accepted if not over three years old. If the letters in the visiting file refer to 'visitor' status, then new letters of recommendation will need to be requested for the part-time faculty. If the letters do not refer to 'visitor' and are not over three years old, then the letters can be accepted. Note in the comment section of the faculty documentation checklist form that the faculty member was previously a visiting faculty and the original letters of recommendation are on file in Academic Affairs.
- Vita – provide an updated vita for the file.

*The ONLY time an additional transcript would be needed is if the faculty received a higher degree during the transition from visiting to part-time faculty status.

Retired Faculty moving to Part-time Faculty with no break in service:

A part-time faculty file will need to be set up on the faculty member. File should include:

- A completed Faculty Documentation Checklist form signed by Chair and Dean
- All SACSCOC documentation (transcripts, letters) will be moved from their full-time file to their new part-time file in Academic Affairs. (A copy of all materials will remain in their full-time file with a note stating "Retired").
- Full-time faculty will assume part-time faculty status; original SACSCOC documentation will be moved to part-time faculty file. New documentation will not need to be requested. Please note in comment section: **previous full-time faculty; now retired.**
- Vita – an updated vita will need to be provided.

New Hire Access Forms:

The New Hire Access Form has transitioned to electronic submission and copies are no longer needed.

Other Forms:

All forms mentioned in the processing guidelines are located on the Academic Affairs website under [Budget and Personnel](#).

If you have any questions or problems regarding the part-time files and / or contracts, contact the Dean's office first. The Dean's office will then need to contact one of the following HR reps below regarding the processing of part-time faculty and part-time contracts.

Ricarla Jackson
620-1134
r.jackson@unf.edu

Stephanie Levin
620-2903
s.levine@unf.edu

In addition, the Dean's office should contact Academic Affairs regarding part-time faculty calendar and guidelines; acceptable documentation; request for non-graduate faculty to teach graduate courses; faculty employment policy; faculty documentation checklist; and the part-time faculty files.

Catherine Trask
620-5728
c.trask@unf.edu

Missy Purvis
620-2703
mpurvis@unf.edu

**** Remember ****

Part-time faculty **CANNOT** teach without having a signed contract on file in Human Resources. If proper I-9 documentation is **NOT** on file by the **first** date of the start of the semester, the part-time faculty contract will be rescinded.

Please allow adequate time for the files to be reviewed in Academic Affairs. Please make sure the files are in order before forwarding to Academic Affairs via your Dean's office for processing. If the files are not in proper order, they will be returned. (**Order: left side** = Faculty Documentation Checklist, Faculty Credential Exception/Narrative/Matrix (if needed), transcripts, letters of recommendation and vita – **right side** = contract, grad form (if needed).