Steps for Hiring New Temporary Faculty

Review your temporary pool applicants and identify any qualified candidates. In CHRS, move any qualified candidates to the "*Department Chair Review Successful*" status. Move any unqualified candidates to the "*Department Chair Review Unsuccessful*" status.

Once reference checks have been completed, consult with your college budget analyst for a salary analysis. Move your candidate to the "*Request for College Salary Placement*" status. When the budget analyst reaches a determination, they will move your candidate to the "*Salary Determined, Chair Makes Verbal Offer*" status.

Once you have an accepted verbal offer, move your candidate to the "*Request for APS to Initiate Background Check*" status. In the email template that gets sent to APS, indicate whether or not this candidate will be driving on University business and whether or not they will have contact with minors. You will also see in the email template that this status is now serving as your non-incumbent lecturer justification.

Candidate will receive sign up packet and instructions from HR. Candidates may not begin working until sign-ups are complete. Please coordinate with HR for all questions regarding sign up status.

| 1 Build Schedule | 2 Review Applicants | 3 Reference Checks | 4 Salary Analysis | 5 Verbal Offer | 6 Background Check | 7 APS - Offer Letter | 8 HR - Sign Ups | 9 Congrats! |

Build schedule with existing incumbents according to the order of work (CBA Article 12.29), based off of the entitlement spreadsheet that you received from APS. Identify any needs for hiring additional faculty. Notify APS and your college of the departmental needs to hire additional faculty.

When you identify a candidate you would like to move forward with, begin the reference checks. For reference checks outside of CHRS, complete the Reference Check Information for Recommended Candidate form**.** For reference checks within CHRS – move candidate to status "*Reference Checks Initiated*" status.

With the approved salary from the college, provide a verbal offer to the candidate. Verbal offers should include anticipated workload and salary information.

When APS receives the background check results, they will send your candidate an offer letter through CHRS. Acceptance of the online offer letter will prompt them to fill in some information to begin their HR sign ups.
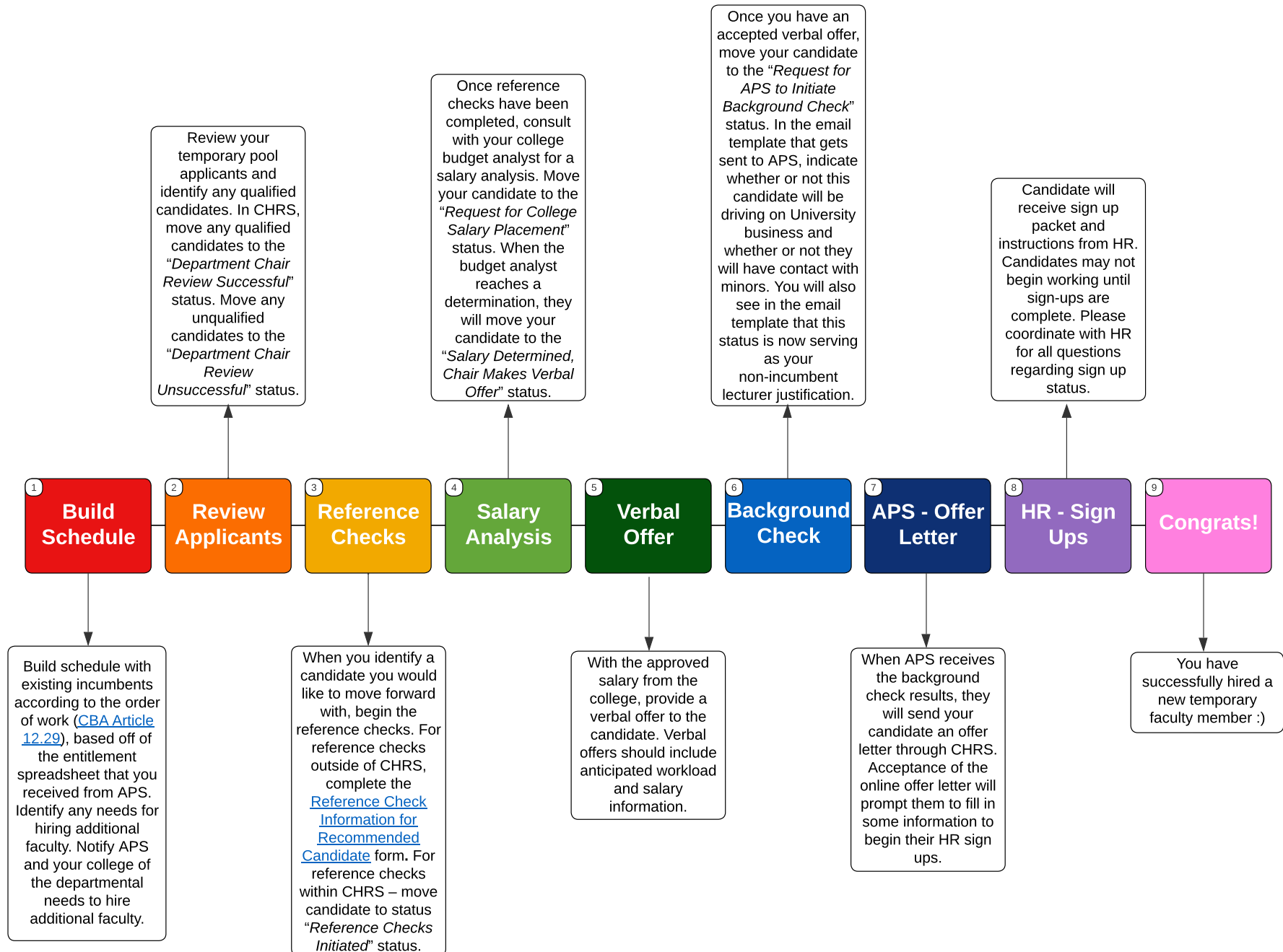
You have successfully hired a new temporary faculty member :)

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9. Congratulations! You have successfully hired a new temporary faculty member ☺

Frequently Asked Questions

- *What is an incumbent versus a non-incumbent?*

A: An incumbent lecturer is any lecturer who had a paid appointment during the prior academic year (either one or both semesters). A non-incumbent is any lecturer who is not currently active with your department. This could mean a person who has never been employed by the University, a person who has never been employed by your department but is a current University employee, or an AY/semester lecturer who has been employed by your department previously but has not worked in the last Academic Year.

- *How do I know who my incumbent lecturers are?*

A: Your incumbent lecturers are found on the Lecturer Entitlement spreadsheets that are distributed by APS each Academic Year.

- *I already have someone in mind to hire as a lecturer, do they still need to apply to the pool?*

A: Yes, all new temporary faculty hires must apply to the pool for the department they are being hired for.

- *How many references do I need in order to move forward with a hire?*

A: A minimum of 2 completed references are needed before moving forward to the next hiring step.