TITLE:  

HIRING PART - TIME FACULTY

1. The appropriate Division Chairs or other administrators shall work with the Dean of Instruction in locating and hiring part-time faculty.

2. Applications and related materials will be kept in the Human Resources Office.

3. It must be made clear to the prospective employee that part-time faculty are hired on a semester basis and they will be given a contract to do a specific job. Each part-time faculty member must be made to realize that the contract carries no continuing provisions and he/she shall not be provided the fringe benefits afforded full-time employees.

4. All applicants for part-time positions should have a complete application on file, including copies of transcripts. Before an applicant is scheduled to teach a section or sections, the appropriate administrator must ensure that said applicant has completed a part-time employment packet. The part-time employment packet contains:

   a) W-4 Federal Withholding Form
   b) M-4 Michigan or WT-4 Wisconsin Withholding Form
   c) MPSERS Membership Information Form
   d) Payroll schedules
   e) Insurance information
   f) Appropriate Master Agreement
   g) Keys (Buildings and Grounds Director)
   h) Illegal Alien Certification

5. Letters of Agreement will be issued to part-time faculty, specifying the campus class semester, start-end dates, contact hours, pay rate, and total pay. The Business Office will be notified of appropriate payroll information.

6. Adherence to the faculty Master Contract provisions relative to part-time faculty will be observed.

Date of Adoption: 3/26/85

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