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## INTEROFFICE MEMORANDUM

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**TO:** DEANS AND ASSOCIATE DEANS  
**FROM:** HUMAN RESOURCE DEPARTMENT  
**SUBJECT:** INTERNAL PART TIME INSTRUCTOR POOLS  
**DATE:** MAY 15, 2013

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### Internal Part Time Instructor Pools

- A. If the discipline is within the same school (MSE = MSE / CHSS = CHSS)
  1. Provided that the Part Time Faculty member has an account already created in People Admin the information will be moved into the new discipline pool by HR. If an account in People Admin has never been created then the individual will have to apply in People Admin by supplying basic contact information.
  2. Associate Dean or Dean will write a memorandum waiving the interview process and reference checks. This memo should include the following information:
    - A) The part time instructor's name
    - B) Verifies that the instructor is qualified to teach within the new discipline
    - C) Specifically state that the interview process and reference checks have been waived

It should be uploaded into People Admin and the original sent to HR.
  3. The hire is processed through People Admin by HR.
- B. If the discipline is in a different school (MSE → CHSS / CHSS → BIT)
  - 1) The hiring process is the same as with any new hire into CNM.
  - 2) Part Time Instructor will have to complete an application in People Admin for the posting/pool of the new discipline they want to teach in. This includes uploading their cover letter, resume, transcripts and any other certifications that might be required.
  - 3) Part Time Instructor will have to go through the interview process and be selected as a recommended candidate. Reference checks will have to be done. All information will need to be uploaded into People Admin.
  - 4) The hire is processed through People Admin by HR.

In the cases where Faculty Member is promoted to a position outside of the faculty pool (for example to an Associate Dean or other full time staff position) and would like to teach classes as a Part Time Instructor:

1. Provided that the former faculty member has an account already created in People Admin, the information will be moved into the part time instructor pool by HR. If an account in People Admin has never been created, then the individual will have to apply in People Admin by supplying basic contact information.
2. Dean will write a memorandum waiving the interview process and reference checks. This memo should include the following information:
  - A) The part time instructor's name
  - B) Verifies that the instructor is qualified to teach within the new discipline
  - C) Specifically state that the interview process and reference checks have been waived

It should be uploaded into People Admin and the original sent to HR.

3. The hire is processed through People Admin by HR.