

Step 1 - Recruiting and Hiring Part-Time Faculty

Interview Exchange (IE)

All **new** Part-Time Faculty (PTF) must apply through the applicant tracking system (IE). Current employees will not be required to apply through IE. All PTF announcements are posted on [WKU's Career Site](#), and/or a direct URL can be provided to you to distribute to potential candidates. The PTF applicant pool is intended to aid in your recruiting efforts only. Unlike full-time faculty/staff searches, you are not required to create requisitions nor conduct competitive searches through this system when hiring PTF. Once a successful candidate has been identified, you will resume your normal hiring process outside of IE (background check request, SIA, etc). If you are not a user in IE, email a request to [Jo Ann Malott](#).

1. Candidates must complete and submit an application through Interview Exchange (i.e. Letter of interest, curriculum vita/resume, unofficial transcripts, and faculty profile).
2. The cover letter and resume/vita can be used in the credentials packet you send to Candice Tope-Phillips. **Official** transcripts will need to be requested separately.
3. Instructions on how to navigate IE can be found [HERE](#).

Step 2 - Initiate Background Check

Once a candidate has accepted a verbal offer of employment, a [Background Check Request](#) can be immediately initiated. ***All employees must have a completed, current background check prior to start date.** A background check is no longer valid **after** two (2) years from last date of pay. HR can confirm this information, as needed.

1. Complete [Background Check Request](#) Form.
 - a. If the candidate **does not** already have a WKU ID number, enter the last 4 digits of the candidate's social security number. This will generate a new WKU ID that will be emailed to you from Human Resources (Patty Booth).
 - b. The Position Number for Part-Time Faculty is FP9999.
2. Candidate will receive an email from Talent Wise Candidate Portal (DoNotReply@talentwise.com) with the request to consent to the background check. **This consent must be completed in order for the background check to be in progress.**
3. When the background check is complete, you will receive an email from employment@wku.edu indicating that you may proceed with the hiring process.
 - At this point, HR sets the candidate up as an employee in Banner, which enables the overnight creation of a WKU email address.
 - The Electronic Form I-9 will be initiated and emailed to the candidate.

Step 3 – Human Resources Registration

All new hires **must** complete the HR Registration Process. This includes completion of the *Form I-9 Employment Eligibility Form* and the required payroll and tax documents. All rehires will need to complete a new Form I-9. Please contact Human Resources for any questions regarding an individual's hire/rehire status and what documents may be needed.

1. Form I-9 Employment Eligibility: Candidate will receive an email from Talent Wise Candidate Portal (DoNotReply@talentwise.com) with the request to sign section 1 of the Form I-9.
 - a. In accordance with Federal Law, Section 1 of Form I-9 must be signed **on or before the candidate's first day of employment**. Section 2 of the Form I-9 must then be completed **within three (3) business days of the candidates first day of employment**.
2. Candidate must visit WKU HR Office to complete Section 2 of the Form I-9 and tax paperwork.
 - a. In order to complete Section 2 of Form I-9, the candidate must bring **original** forms of verifying documents with them to HR ([I-9 Verifying Documents List](#)).
 - b. Candidates enrolling in Direct Deposit will need to provide a voided check.
3. If the candidate is not teaching on campus and is not able to come to the HR Office please have them contact [Jo Ann Malott](#) or [Brittany Wafford](#) to an alternate method of completion.

Step 4- Part-Time Faculty Credentialing

The hiring department is responsible for collecting, evaluating, and documenting faculty credentials in accordance with [Policy 1.112V](#). The maximum number of hours a part-time faculty member may teach is 9 hours per semester (10 if lab instruction is included). These hours may be distributed among/between departments and campuses, but the total hours may not exceed 9 hours per semester (10 if lab instruction is included). Maximum hours for teaching graduate courses is 6 hours. Full time staff teaching have other conditions that may apply. See Full-Time Staff Teaching Assignments [Policy 1.517V](#).

The hiring department is responsible for collecting faculty application materials and sending a **COMPLETED** credential's packet to the Dean's Office. Dean's Office will then forward the completed back to the Office of the Provost. Credentials for Part-Time Faculty are entered in the [Part-Time Faculty Database](#). All application packets must include the following:

1. Current Curriculum Vitae
2. [Credential form](#)
 - a. Complete credential forms must have Name of Candidate, WKU ID, Course Assignment, signature of Department, and signature of Dean.
3. Official Transcript
 - a. All faculty are required to request that certified transcripts containing the information used to support instruction credentials be sent from the issuing institution to the hiring department immediately upon accepting employment at

WKU.

- b. Student issued transcripts are not acceptable.
 - c. If a faculty member transcript is from WKU, the faculty member is responsible for requesting transcript and send to the employing department. Faculty member will need to inform the Registrar's Office this transcript is for personnel records and should not be charged for transcript.
 - d. Electronic or E-transcripts are acceptable if the content is the official transcript converted into a PDF document and delivered to the department by an authorized agent selected by the University, (I.E. eSCRIP-Safe, National Student Clearinghouse).
4. Graduate Faculty Status
- a. Graduate faculty status is required only for individuals teaching graduate and post-baccalaureate coursework, including 400G or higher-level courses. The status must be valid for the entire semester/term in which the course is taught. This [form](#) is submitted to the Graduate School for approval.

Step 5 – Activating Faculty for Schedule Preparation

Before an individual can be added to a course as the instructor of record (Banner – SSASECT), he or she must be designated as “active faculty” in Banner (SIAINST). Departments complete the New Faculty Activation for Schedule Preparation Form located under the Information Technology Service Catalog at: <https://td.wku.edu/TDClient/Requests/ServiceDet?ID=149>.

Step 6- Faculty Compensation

Part-time faculty, are paid via the validation and submission of an eSignature Special Instructional Assignment (SIA) form appropriate for the semester/term in which he or she is teaching. These forms are completed by the department offering the course. The form may be located at: <https://intranet.wku.edu/php/prod/wkuforms/source/WKUFORMSlist.php>. All credentials must be completed before starting SIA process. Please verify by referring to the [Part-Time Credential database](#). Part-time faculty teaching for the Fall will be paid monthly beginning at the September and monthly in Spring beginning at the end of February.

1. Instructions for completing SIA's can be viewed as follows:
 - a. [Fall and Spring Semester eSignature SIA Instructions](#)
 - b. [Winter Term eSignature SIA](#)
 - c. [Summer Term eSignature SIA](#)

2. Compensation/Grade Levels on the SIA's are determined by the current criteria below . Some academic programs may grant part-time faculty additional compensation (i.e. marketing equity adjustments). These adjustments to compensation must be approved by the dean and Office of the Provost (Dr. Richard C. Miller).

GRADE	Compensation for a 3 credit hour class:
Grade I Employees in this category should hold at least the bachelor's degree and have a minimum of 3 years of related experience OR hold the master's degree.	\$1692
Grade II Employees in this category should hold at least the master's degree and have 3-5 years teaching experience OR have other special training and experience related to the teaching position.	\$1840
Grade III Employees in this category should hold at least the master's degree and have 5 years or more teaching experience, hold other degrees or certifications (Ed.S., CPA, CPE, etc.) or special qualifications, or hold the doctorate.	\$2136
Grade IV Employees in this category should hold the doctorate or appropriate terminal degree for their field and have a minimum of 7 years teaching experience or other special qualifications applicable to their teaching role.	\$2280
Emeritus Faculty who have fully retired and have emeritus/as status from WKU.	\$4500 (Fall and Spring, paid by Departments) \$4800 (Winter and Summer, paid by DELO)

Step 7- Information Technology User Accounts and Additional Information for New Employees

It is incumbent upon the hiring department to ensure newly hired are provided the tools necessary to adequately support their position. Information regarding technology access and various other services are as follows:

1. Employee [NetID](#) login information
2. [Blackboard](#) online training
 - a. New faculty will need to register for the Blackboard New Instructor workshop through the IT training tab inside Blackboard (link above). New faculty will have access to the workshop immediately upon completing registration.
 - b. Training takes 2 to 3 hours to complete.
3. [IT Quick Start Guide for Employees](#)
4. [TopNet](#) for Faculty
5. [Instructional and Additional Employee Services](#)
6. Information Technology offers an IT orientation. The orientation covers WKU accounts, equipment, available services, and the support the IT Division provides to employees. Registration is on the IT Training Calendar (www.wku.edu/training) or by contacting the IT helpdesk at 270-745-7000.

Credential Forms for updating Faculty Roster

SACSCOC requires that all teaching faculty hold academic credentials appropriate to the courses that they teach. The WKU Faculty Roster is utilized to capture this information and to ensure compliance with SACSCOC and WKU policies ([Policy 1.1112](#)).

1. An [Equivalent Professional Qualification \(EPQ\)](#) web form is necessary to establish adequate qualification of faculty for a course assignment not justified by academic degree credentials. Additional qualification such as: Related work or professional experience, licensure and certification; Continuous documented excellence in teaching; Honors and awards; Scholarly publications and presented papers; Demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. This form cannot be submitted until Part-Time faculty have been activated in Banner (see Step 5).
 - a. Enter the Faculty's WKU ID in the ID field, press Fill In. The faculty's last name, first name, email address, work phone number, and course assignments will appear, if not please check WKU ID.
 - b. Select the appropriate term and course by clicking the bullets located in left column. A separate form is needed for each course that requires professional qualifications to justify the course assignment.
 - c. Click in the Justification text box to provide written justification for the faculty member's equivalent professional qualification.
 - d. Type a summary of the justification using 100 characters or less.
 - e. In the supporting documentation section, you may provide copies of up to three supporting documents (e.g. certificates, license, etc). by attaching PDF files. *Please do not attached CV's in this area.
 - i. Type in description by clicking in text box in first row.

- ii. Tab to effective date, only type in this date if applicable.
 - iii. Tab to expiration. Any qualification with an expiration date must be enter by (MM/DD/YYYY).
 - iv. Tab to Upload. Select "Choose File." Select a file from your computer and press open. If wrong file is chosen press the delete button.
 - v. Tab to line 2 and fill in appropriate information by repeating supporting document steps.
 - f. Press Validate Button. The page will refresh to top of form. If form is correct, notification will be displayed at top of screen in red box. If error occurs, notification will display and scroll down to find error highlighted. Errors must be corrected and validate button must be pressed again.
 - g. Scroll down to bottom and type in the appropriate email address.
2. If the doctorate or master's degree in any discipline, plus 18 hours of graduate coursework in the discipline or a related discipline is utilized to justify the assignment, an [18 hours](#) in Graduate Coursework web form must be completed to document the 18 hours in the discipline or related discipline. This form cannot be submitted until Part-Time faculty have been activated in Banner (see Step 5)
- a. Enter the Faculty's WKU ID in the ID field, press Fill In. The faculty's last name, first name, email address, work phone number, and course assignments will appear, if not please check WKU ID.
 - b. Select the appropriate term and course by clicking the bullets located in left column. A separate form is needed for each course that requires professional qualifications to justify the course assignment.
 - c. Select Institution by clicking on drop down box.
 - d. Type in Subject Area, Course Number, Course Title, and credit hours as it appears on transcript.
 - h. Press Validate Button. *Note the credit hours must add up to 18 or more. The page will refresh to top of form. If form is correct, notification will be displayed at top of screen in red box. If error occurs, notification will display and scroll down to find error highlighted. Errors must be corrected and validate button must be pressed again.
 - e. Scroll down to bottom and type in the appropriate email address.