

Chairs Leadership Academy

Lecturer Hiring and Pools (Recruitment of Temporary/Lecturer Faculty)

**Presented by:
Office of Faculty Affairs
and
Chief Diversity Office**

Lecturer Hiring and Pools

Agenda

- Recruitment of Temporary/Lecturer Faculty
- Establishing Applicant Pools
- Review of Procedures and Temporary/Lecturer Faculty.
- HR Processing and Sign-In

Lecturer Hiring and Pools

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Recruitment of Temporary/Lecturer Faculty

- Faculty Affairs sends notification to Chairs/Directors, Colleges, and Administrative Units on Procedures and Calendar for Recruitment. – January
- Departments anticipate the need to hire temporary faculty/lecturers.

- Establish/Review/Amend Department Ranking Criteria.
 - Part-Time Faculty Position Announcements filed with the Chief Diversity Office (CDO).
 - Engage in broad recruitment relative to discipline, industry, higher education, etc.

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Establishing Applicant Pools

- Part-time Faculty Position Announcement (formerly AA-6)
 - Building the pool(s)
 - Can the department have one pool? **Yes.**
 - If one pool is established, the area of specialization must be identified, if qualifications are the same.
 - Specific pools should be delineated by course.
 - Applicants in the pool should be listed as Y3, Y1, or S1

Lecturer Hiring and Pools

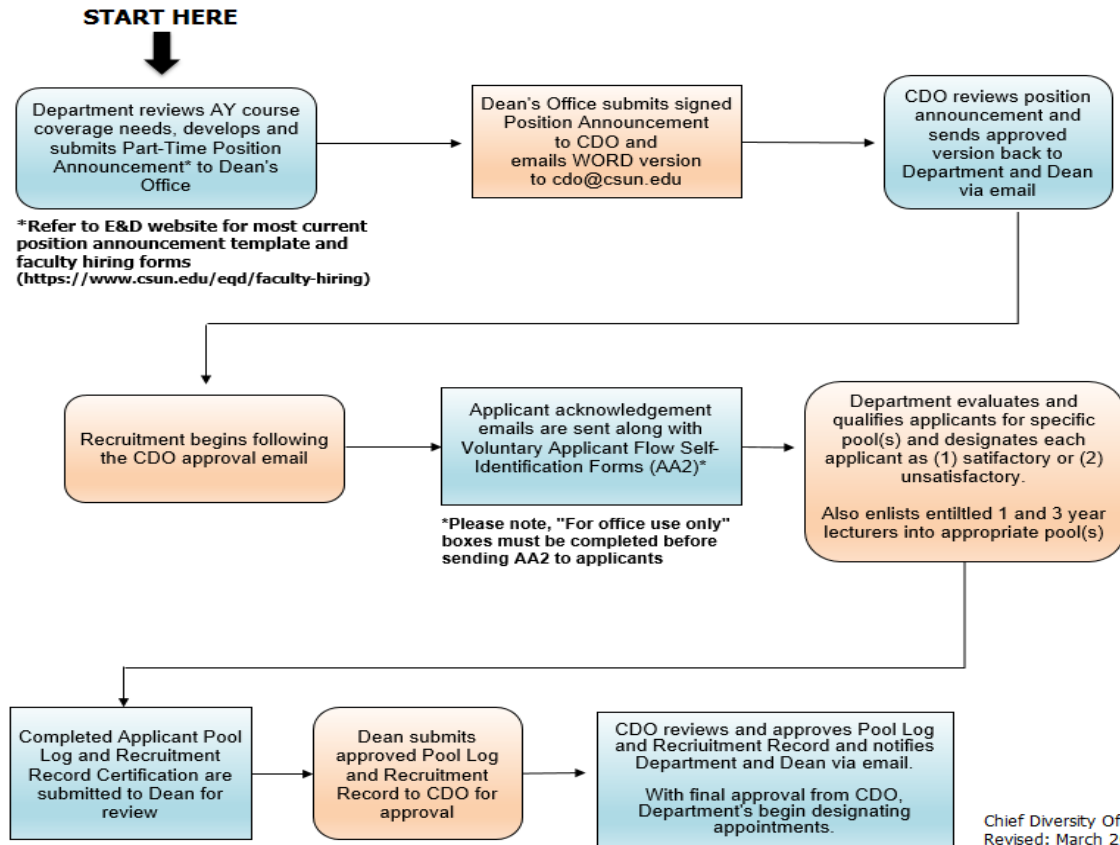
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Establishing Applicant Pools (cont.)

- Part-Time Faculty Position Announcements
 - Need to establish pools every year.
 - Basis for determining minimum qualifications (current and consistent with department ranking criteria – Section 709).
 1. Satisfactory or
 2. Unsatisfactory (provide reason)
 - Directly related to qualifications & hiring criteria

Short Summary of Part-Time Faculty Position Announcement Approval Process

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Appointments

- Appointments are not based on seniority.
- Appointments are made by way of the “Order of Assignment” (Article 12 of the CBA), with respect to Careful Consideration
- Y3 (FT) → Y3 (PT) → 38.48 → Y1 (FT) → Y1 (PT) → *S1

*Assignment to an S1 may be different in the Order of Assignment at the Beginning of the Academic Year vs. During the Academic Year

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Appointments (cont.)

- New Appointments
 - Initial appointment should be made within the appropriate advertised recruiting range according to the minimum qualification (e.g., degree, professional or teaching experience (Section 709.5 Admin. Manual)).

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Appointments (cont.)

- Appointment Notice
 - Chair/ Director, shall notify , in writing, the tentative teaching assignment (which includes teaching load and schedule) at least 60 days prior to the start of the semester.
 - Those appointed for less than full-time , the written notification shall emphasize provisional nature of the appointment (e.g., budget and enrollment)

Please note: Please contact Faculty Affairs (x2962 for questions on the appropriate visa for Lecturers when hiring international faculty. CSU, Northridge does not sponsor visas for Lecturers.

Background Check

- Background checks are required for the **selected candidate** (contingent offer must be made prior to initiation of background check)
- Background checks are required for all new faculty, and anyone re-hired after a break in service of 12 months or more.
- Questions regarding the background check process should be directed to backgroundchecks@csun.edu
- Visit the HR website for additional info on [Background Check Procedures](#) & more!

The Sign-In Process

- Sign-In paperwork is available on-line and employees are encouraged to complete / print their paperwork and bring it to HR to expedite the process
 - They may visit the [HR website](#) for information regarding the sign-in process and links to all the sign-in documents
- All NEW and REHIRED (after a break in service of 18 months or more) Full and Part-Time Faculty must complete sign-in on or before the appointment effective date.
- Hiring departments must provide the employee with the following documents to bring to Human Resources:
 - **New Employee Sign-In Form** (completed by the department).
 - **Verification of Degree** attached to the New Employee Sign-In Form.
 - Completed [Statement of Professional Preparation and Experience \(SC-1 Form\)](#) attached to the New Employee Sign-In Form.
- Items provided to new faculty upon completion of Sign-in
 - CSUN ID and memo for Photo ID
 - User ID, Faculty Email and temporary password
 - Parking information

Tips for Hiring into the PTF Module

- Departments are responsible for entering transactions into the Module
- Job Codes used in the PTF Module
 - **2358** - Part-Time Faculty
 - **2354** - Teaching Associate
 - **2355** - Graduate Assistant
 - **2325** - Monthly Graduate Assistants
- Job Actions Available
 - **HIR/CON**: Hire/Concurrent Job
 - **TER/CNL**: Termination/Cancelled Appointment
 - **REH/REH**: Rehire/Rehire
 - **PAY/TBC**: Pay Rate Change/Time Base Change
 - **DTA/APT**: Reappointment

Tips for Hiring into the PTF Module

- **Must know:**
 - Correct Effective Date- Official begin date of the semester, not the first day of classes
 - Y1 and Y3 Entitlements
 - Duration of appointment and appointment end dates
 - How many WTUs to enter for the appointment
- Entries should NOT be made into the Module if prior info is unknown
- Chairs are responsible for approving transactions that have been entered before sending to the Dean's Office
- Dean's Office MPP/DFOs are responsible to finalize approvals in the system

Personnel Action Request Form (PAR) Tips

- **Common uses:**
 - Used when a correction or action is needed that cannot be done via the module
 - Examples: Correction of effective date of hire, returns from unpaid status, rehiring lecturer with active Y3 entitlement, hiring or increasing to 15 units (1.0 FTE)
 - See [Part-Time PAR List](#) for descriptions and templates

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Resource Links:

- <http://www.csun.edu/eqd>
- <http://www.csun.edu/faculty-affairs>
- <https://www.csun.edu/hr/>