

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:02:04
Date: October 1986
Editorial
Revision: January 1988

Subject: **Appointment of Part-Time Faculty**

1. Position release forms (PRF) shall be processed for all part-time positions.

A) Spring Semester New Hires: Verbal approval of the position given to the department before November 15 requires the PRF be signed by the dean by December 1 and forwarded to the vice President. Recruitment, affirmative action initiatives, and compliance with the Agreement Between the State of New York and the United University Professions, Inc. are expected. Recruitment Process Forms must reflect this activity.

B) Fall Semester New Hires: Verbal approval of the position given to the department before April 15 requires the PRF be signed by the dean by May 1 and forwarded to the vice President. Recruitment, affirmative action initiatives, and compliance with the Agreement Between the State of New York and the United University Professions, Inc. are expected. Recruitment Process Forms must reflect this activity.

C) All other hires of part-time faculty are considered emergency hires. Appropriate notes should be made on the PRF as it accompanies the appointment papers.

2. Part-time employees on the payroll effective September 23, 1986 and continuing since that time may be reappointed in their current part-time positions without searches following an evaluation of the employee and approval by the dean.

Source of Information: Vice President for Academic Affairs, October 1986

UPDATE:

**Search Procedures for
Faculty, Professional Staff and Administrative
Temporary Positions
.50 FTE or greater AND 6-12 months duration.**

In order to provide equal access to all positions, an affirmative action search is required for all temporary faculty, professional staff and administrative appointments of .50 FTE or greater and with a duration of six to twelve months. Temporary appointments may not be renewed and may not exceed a year in duration.

The following procedures are to be used for conducting affirmative action searches for positions meeting these criteria:

Step 1: Organize the Search Committee.

The search committee can be composed of 2-3 people who will make the recommendation to the department chair or unit head.

Step 2: Develop the Position Release/Recruitment Plan

The Position Release and Recruitment plan should be developed including a plan to obtain a diverse pool of applicants for the position.

A part-time or temporary position is usually a local search. *However*, the scope of advertisement and recruitment efforts should be broad enough to allow all who would meet the qualifications for the position to have knowledge of the position. The recruitment plan should reflect special efforts to identify applicants from protected classes that might be eligible for the position. If the position requires a specific background or expertise, recruitment can be limited to those areas where applicants with those skills are most likely to be found. Recruitment efforts would address how applicants would be directly informed of the position. In all cases, it is expected that the positions be advertised as broadly as necessary to assure a diverse pool of applicants.

In every case, special efforts must be made to inform potential applicants in protected classes that might be eligible for the position. In local, national and regional searches utilization of the following resources is required:

America's Job Bank: <http://www.ajb.dni.us/>
Department of Defense: <http://dod.jobsearch.org>
User-ID: BUFFSTATE
Password: EQUITY

Once the position release/recruitment plan is approved, the steps outlined on the form should be followed.

Step 3:Receive applications and respond to applicants

All applicants should receive a written letter of acknowledgment that the application has been received. They should also be sent the Applicant Survey and Data Collection form.

Step 4:Review the credentials and identify candidates to be interviewed.

The search committee should review all applications using the approved qualifications as the criteria for review.

Step 5:Interview the candidates and select persons to be recommended for the position.

Candidates may be interviewed or other method of selection as described in the recruitment plan. It is advisable to check references and qualifications for the appointment at this time.

Step 6:Make Final Recommendations

Complete the Special Search Procedure and Recommendation Process Report for Part-Time and Temporary Employees. No offer can be made until the formal approval has been obtained.

ALSO TAKEN FROM WEBSITE BELOW February 2006

<http://hr.buffalostate.edu/>

Part-Time Temporary

1. Prepare a Faculty and Professional Appointment Form and route for approval.
2. Prepare the Obligation Form for Part-Time Faculty and route for approval.
Note: These two forms should be routed together.
3. File a copy of the fully approved Appointment Form and Obligation Form.

Part-Time Temporary (reappointment)

1. Evaluate the candidate based on established department procedures for review of part-time employees.
2. Prepare a Current Employee Change Form and route for approval.
3. Prepare the Obligation Form for Part-Time Faculty and route for approval.
Note: These two forms should be routed together.
4. Update department and employee records when the fully approved Change Form is returned.

Part-Time Term (reappointment)

1. Evaluate candidate based on established department procedures for review of part-time faculty.
2. Prepare a Current Employee Change Form and route for approval. Ensure Change Form reflects renewal recommendation.
3. Prepare the Obligation Form for Part-Time Faculty and route for approval.
Note: These two forms should be routed together.
4. Update department and employee records when the fully approved Change Form is returned.