

# Part-time Faculty at GRU

The initial hire and subsequent confirmation of courses by semester for faculty teaching on a course-by-course basis

# Agenda

- Introductions
- Creating new part-time positions
- Template Based Hire transaction
- Part-time faculty appointment packet
- Confirmation of courses for subsequent semesters
  - ePAR transaction

# Introductions



Laurie Bush  
*Manager, Faculty Support Services*



Cathy Carver-Parker  
*Faculty Support Services Specialist*

College of Education, College of Nursing, College of Science & Mathematics,  
Hull College of Business, Library, Pamplin College of Arts, Humanities & Social Sciences



Meisha Hudson  
*Faculty Support Services Specialist*

College of Allied Health Sciences, College of Dental Medicine, Medical College of Georgia,  
Cancer Center, and Institute for Public & Preventive Health (IPPH)

# When is a new position necessary

- Part-time faculty are hired into single incumbent positions

*New:* Departments will no longer be required to submit the Faculty Position Description (FPD) for to update the FTE based on course assignments

- New position will be created if there isn't a vacant position available.

Submit a Faculty Position Description (FPD) form to HR-Compensation & Performance Management  
([HUMANRESOURCES\\_COMP&PERFMGMT@gru.edu](mailto:HUMANRESOURCES_COMP&PERFMGMT@gru.edu))

# When is a new position necessary (Continued)...

- Faculty Position Description (FPD) form is located at [http://www.gru.edu/hr/faculty-support-ser/actions/GRU\\_Faculty\\_Classification\\_Form\\_fillable.pdf](http://www.gru.edu/hr/faculty-support-ser/actions/GRU_Faculty_Classification_Form_fillable.pdf)

You will receive an email notification from Comp & Performance Management once the position has been created.

Reminder: this form will only be required if the creation of a new position is required.

# Template Based Hire ePAR transaction

- The template based hire transaction will only be required if the individual is not currently active in PeopleSoft HRMS in a faculty position.
- Instructions for template based hire transactions can be found at [http://www.gru.edu/hr/peoplesoft\\_91upgrade.php](http://www.gru.edu/hr/peoplesoft_91upgrade.php)

# Part-time Faculty Appointment Packet

- Information related to faculty actions can be found at <http://www.gru.edu/hr/faculty-support-ser/actions/actionlinks.php>
- Part-time appointment checklist
  - Offer letter
  - Criminal History Record Release and Background Investigation form (if not previously submitted)
  - Current CV (Curriculum Vitae)
  - Proof of highest degree (original transcript or credential/education evaluation (for foreign conferred degrees))

For new hires, please work closely with our office to ensure that the new part-time faculty member is processed in a timely manner and all required onboarding/payroll processing forms are completed prior to their effective date of hire (e.g. Form I-9, tax forms, etc.)

# Active Part Time Faculty

- Confirmation of course assignment for upcoming semester.
- AdHoc Salary Change ePAR to establish compensation rate for the semester period
  - August through December for Fall Semester
  - January through May for Spring Semester
  - ePAR instructions can be found at [http://www.gru.edu/hr/documents/ps\\_training/manager\\_services/mss\\_10\\_originating\\_an\\_ad\\_hoc\\_salary\\_change.pdf](http://www.gru.edu/hr/documents/ps_training/manager_services/mss_10_originating_an_ad_hoc_salary_change.pdf)

Submit your signed letter to HR-Faculty Support Services as the supporting document for the AdHoc Salary Change.



# Current GRU Employees Teaching on Summerville Campus

- At this time will continue to be appointed into an adjunct position and paid via the Additional Pay ePAR.
  - Departments will work with their primary department to ensure that the ePAR is processed in a timely manner
  - Changes may be made to this process for FY/AY 2016 – additional testing required.

If individual is new to holding a faculty role please contact Faculty Support Services so that their employee file can be reviewed for needed documentation.

# Current GR Employees Teaching on Summerville Campus

- If the individual being asked to teach is an employee of GR Medical Center, GR Medical Associates, or GR Roosevelt Warm Springs Specialty and Rehabilitation Hospital:
  - Authorization to Release Employee File Information

Submit to Faculty Support Services and we will review their employment file to verify needed documentation for their faculty appointment.

**Authorization to Release Employee File Information between Georgia Regents University, Georgia Regents Medical Center, Georgia Regents Medical Associates, or Georgia Regents Roosevelt Warm Springs Specialty and Rehabilitation Hospital**

Date: \_\_\_\_\_  
Employee name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_  
Current employer: \_\_\_\_\_  
Additional employer: \_\_\_\_\_

I am a current employee of the employer named above and will be engaging in part-time work for an additional employer within the Georgia Regents enterprise as named above. I authorize my current employer to release information from my current employee file to the additional employer listed above to fulfill certain requirements of employment with the additional employer, including but not limited to,

- Employment Application, Resume/CV and related materials
- Proof of Highest degree
- Proof of Licensure or other credentials
- Proof of satisfactory completion of a criminal background check
- Reference Checks
- Social Security Number

I further authorize the additional employer named above to use the provided information to satisfy hiring requirements and to confirm that I have met the hiring requirements as necessary to external agencies and/or accrediting bodies.

This authorization does not extend to protected health information, including information maintained by for worker's compensation claims, FMLA or other health related services, tax information or bank account information.

I understand that it is my obligation to fulfill all requirements of the additional employer, and if the current contents of my employee file do not satisfy all requirements, I agree to provide whatever additional information is necessary to finalize my part-time employment with the additional employer.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# Questions/Concerns/Feedback

- We welcome your feedback so please identify any area of this process which may be unclear.

