

**Temporary Faculty Appointments (hired semester by semester)**

Department	Temporary Faculty Appointments <b>are NOT required</b> to be posted on the Applicant Tracking System (ATS).
Department	Complete and submit <i>Regular and Full-Time Temporary Faculty Appointment Authorization Form</i> (Found on HR web site at <a href="http://www1.indstate.edu/humres/docs/TempFacultyAuth2011.pdf">http://www1.indstate.edu/humres/docs/TempFacultyAuth2011.pdf</a> to Dean and Affirmative Action along with the following credentials: vita, 3 signed letters of reference and/or <i>Candidate Reference Summary</i> , and official transcript of highest degree earned. NOTE: If official transcript is not provided with the original packet, it is the responsibility of the department or dean's office to follow-up and obtain an official transcript. Any special criteria such as degree expected date, credit toward tenure or additional title being given (ie: program coordinator) should also be included.
Dean	Submit Authorization form to Academic Affairs
Academic Affairs	Authorization Form is reviewed, approved, and delivered to HR
Department	When hire is complete, change status of position posting on ATS to "Closed"
Department	<p>Salary Increases for Part-Time Lecturers (Minimum compensation is \$1,000 per credit hour effective Fall 2011)</p> <p>Handbook Section <b>505.16.2.2 Salary Increase Practices</b>. Continuing Part-Time Lecturers should be provided salary increases comparable to those awarded to Regular Faculty.</p> <p>Guidelines: Part-Time Lecturers (i.e., adjuncts) who are rehired in subsequent years should have their rate of pay increased by whatever standard increase was given to Regular Faculty. Increases should be given only once per academic year. If an adjunct is rehired for the Fall, they should be given the increase with that appointment. If they are hired again in the Spring, they do not receive the increase. If they are rehired the following Fall, they would again receive an increase. If some is hired Fall only or Spring only, they received the increase at the time of their subsequent rehires.</p>