

## PART-TIME NO BENEFITS FACULTY APPOINTMENT GUIDELINES

This form is to be used only for the appointment of part-time no benefits faculty. This form must be completed and approved PRIOR TO the faculty member beginning to teach. This will include part time Lecturers teaching 9 or fewer credit hours and Emeriti.

### Payroll Information

For the fall semester, the first pay date is September 1; pay forms must be submitted to Academic Affairs by August 1 for timely pay. For the spring semester, the first pay date is February 1; pay forms must be submitted to Academic Affairs by December 15. For Payroll purposes, appointment dates for the fall semester are August 1 thru December 31. Appointment dates for the spring semester are January 1 thru May 31.

Part-time faculty appointments are required to report to work on the opening day of the semester, please refer to the Academic Calendar for specific dates. If the faculty member begins teaching after the beginning of the semester, the pay will be pro-rated by the Payroll Office based on the effective date of employment. If the pay is not to be prorated, indicate this in the comments section.

### Definitions

A **new hire** is considered to be someone who HAS NOT previously worked for the University.

A **reappointment** is someone continuing university employment with no break in service (summer is not considered a break in service).

A **rehire** is someone returning to university employment after a period of non-employment (summer is not considered a break in service).

Call Human Resources (HR) at ext. 4114 on questions of previous employment and employment eligibility. Prior to but no later than the first day of employment, a new employee must go to the HR and Payroll Offices (Rankin Hall) with the proper identification to complete the following forms:

- Confidential Data and Computer User Agreement
- Direct Deposit Authorization
- Drug-Free Form
- Employee Information Form
- FERPA Authorization Form
- I-9 Immigration Form
- Tax Withholding Forms

### Credentials

All faculty must have academic credentials on file in the Office of the Provost and Vice President for Academic Affairs. For newly-hired faculty, attach a vita or resume. An official transcript of the highest degree earned must be submitted from the Registrar's Office of the awarding institution directly to the Office of the Provost at Indiana State University.

Part-time no benefits faculty are appointed at the rank of Full-Time Lecturer, Part-Time Lecturer, or Emeriti for a fixed term of one semester.

### Document Flow

1. Chairperson - verify Title, Pay Rate, Credit Hours & Totals -Approval Signature
2. Employee - Acceptance of appointment - Approval signature - if new employee; visit Human Resources to complete new hire paperwork.
3. Dean - Approval signature
4. Provost - Approval signature
5. Human Resources - Verify E-Class, Posn. #
6. Payroll - Payment