TEMPORARY ACADEMIC APPOINTMENTS

These instructions apply to Temporary Academic Appointment Waivers ONLY!

<mark>POSTING DETAILS</mark>

POSITION INFORMATION

Number of Open Positions:

This will always be **1**. Each Temp Academic Appointment requisition provides the information needed to approve temporary academic rank for a single individual.

Other Title Information:

Type in any additional title information that will help identify this position. For TAA's you may type the name of the person you are going to hire.

<u>For continuing I4 Waivers</u>

Type the following, in this order: Last name, first Name, I4, Discipline (ex: biology)

<u>For Supplemental Pay Waivers</u>

Open the Supplemental Academic Appointments instructions under My Links on the home page

PA FORMS MUST INCLUDE COURSE DESCRIPTION INFORMATION IN THE COMMENTS SECTION

Academic Rank/Position Title:

Choose one title from the drop down list. This title must match the position title field below.

Position Title:

This field is for academic rank only. Please type in one of the following titles…

Lecturer (not the instructor of record) - Requires a Bachelors Degree in the teaching discipline

Instructor – Requires a Master's degree or 18 hours in the teaching discipline (see SACS rule)

Assistant Professor, Associate Professor, and Professor - the individual is required to have a PhD or a terminal degree in the teaching discipline.

Position Number:

Please include the **6 digit position** number associated with the position title being filling.

Use the Supplemental position number if this requisition involves supplemental pay. If a position number for the employee class you are hiring is needed, type "need a pos #" in the box. It is the department's responsibility to call OAA to obtain a new position number.

New or Replacement:

Please select one from the drop down list.

Select "New" if new to the University or new to the employee classification.

If Replacement, Name of Incumbent:

Please type the first and last name of the individual you are replacing.

Is this a Waiver?:

Select **YES**

Type of Waiver:

Select **TEMPORARY ACADEMIC APPOINTMENT**

Justification for Waiver:

Please explain why you are not doing a regular search.

Employee Class:

Select the appropriate **TEMPORARY** employee class from the drop down list.

If supplemental pay, select ZM.

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Proposed Salary:

> Waivers indicate that you know who you want to hire, therefore you already know how much you are going to pay. Please type the amount paid per course or per credit hour in this box. Example: 2500 per 3 hour course.
>
> For continuing I4 waivers only: Type "approved academic dept rate"

Composite FTE:

> As a general rule, a 3 hour course is .20 fte. All calculations should be based on this rule and should tie back to the information included in the proposed salary box.
>
> Please work with your budget office to determine the appropriate FTE.

FOAPAL 1 & 2:

> Please include the appropriate FOAP in the following format… Fund-Org-Acct-Program

Department Required Background Checks:

> Check the box(es) as appropriate. Background checks are required.

FOAPAL for Background Checks:

> Include the appropriate FOAPAL to charge for the background check expenditure.

DEPARTMENT INFORMATION

Responsible Hiring Manager:

> Select a Hiring Manager from the drop down box

Hiring Manager Phone:

> Please include the phone number of the hiring manager. The hiring manager and this phone number allow OAA to contact this person if there are questions about this requisition.

Hiring Manager Email:

> Please include the email address of the hiring manager.

College/School/Division:

> Please select the appropriate information from the drop down list. This field will determine who is able to see the requisition.

POSTING TEXT

Waivers **are not** posted for the general public to see. They are posted internally… no ad text should be included.

Position Summary:

> Include the **course being taught and a description of the course** (if it is not obvious) as well as the **SSCH**. Example… IHP210, 3 hours – this is an honors English course. The description of the course is necessary because it is unclear from the course number what type of course it is… and therefore, what type of education the instructor should have.

Ad Text:

> Leave this blank

Additional Position Information:

> Leave this blank

UA EEO Statement:

> The EEO Statement is hard coded in the system. You may not change this information

Search Initiation Date:

> Type in the date the requisition is started

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Application Deadline:

Type in a date that is before the expected start date

DO NOT select open until filled

Expected Starting Date of Appointment:

Type the start date – as a general rule it will be the beginning of a semester or summer term

Fall: 8/16   Spring: 1/1   Summer: dates are determined each year - contact your budget director

Special Instructions to Applicants:

Leave this blank. Waivers are not posted to our website. Therefore the applicants won't see instructions.

Means of Advertising:

Waivers are not advertised.

Please type **WAIVER** and/or personal contacts in this box.

List any special recruitment activities:

Indicate these activities, if any, if none please type **WAIVER** and/or personal contacts in this box.

List any special efforts to identify minority and female candidates:

Please indicate any special efforts to identify a minority or female candidate. If none, please type **WAIVER** and/or personal contacts in this box.

Search Committee

Search Committees are not required for waiver requisitions

Documents

REQUIRED DOCUMENT:

1. If this is supplemental pay, **please attach the OAA approved supplemental pay form** to the "**Approved Supplemental Pay Form"** line before sending the requisition to OAA for approval.

Supplemental Questions

Do NOT use this section for waiver requisitions

Guest User

Do NOT use this section for waiver requisitions

Comments

Describe any pertinent information that was not included in the posting text

Applicant Documents Tab

The resume/Curriculum Vitae is required by all applicants. This document is marked as included and required for all requisitions and may not be changed or removed. Select any other documents you wish to be attached.

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To hold the title of Instructor, the Faculty member must have completed at least 18 graduate semester hours in the teaching discipline hold a minimum of a Master's degree with a major in the teaching discipline.

Example… If you are hiring an Instructor in Biology, the person should have a Master's degree in Biology or the person can have a Masters degree in some other discipline as long as they have 18 graduate semester hours in Biology. If the resume shows a Bachelor's degree in Biology but a Master's in Physics… you will have to attach a document that verifies that the individual meets the 18 hour rule or if they do not meet the 18 hour rule, attach a document that explains their outstanding professional experience in Biology. If you can do neither, and this person is not going to be the instructor of record, you will have to hire the person as a Lecturer (which requires a bachelor's degree in the teaching discipline).

If you want to use the titles of Assistant, Associate or Full Professor, the minimum requirement is a PhD or terminal degree in the teaching discipline.

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Instructions to copy applicants from pool positions to waivers

The waiver requisition must be approved by OAA before starting this process.
The pool requisition must be posted and must have active applicants in the system.

Click on the posting tab in the hiring system.

Open your saved search for Active Waivers or perform a manual search for the waiver.
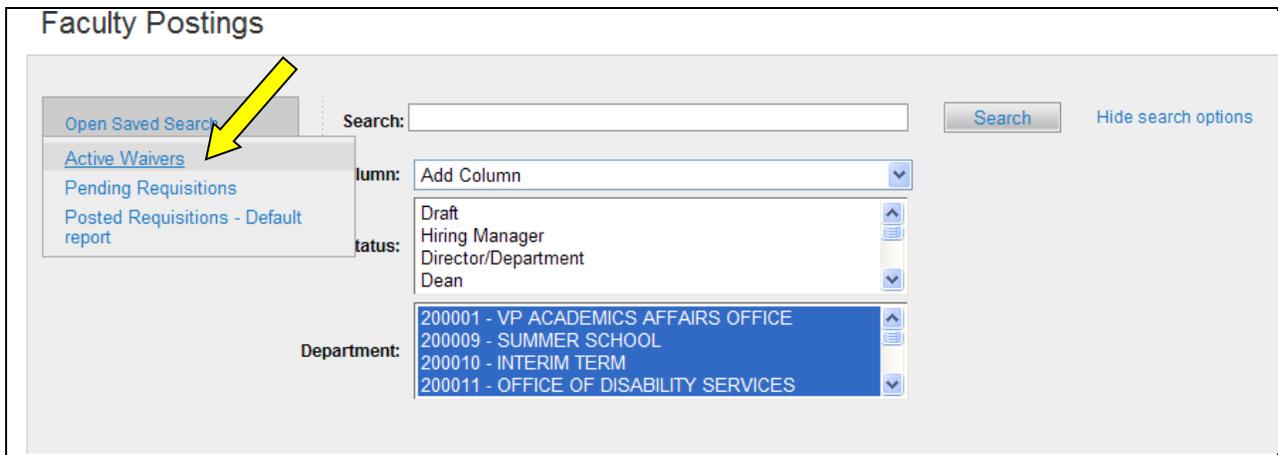
Check the box next to the waiver that you would like to copy an application to.
Go to the Actions button at the top right of waiver list and select **Connect Postings.**
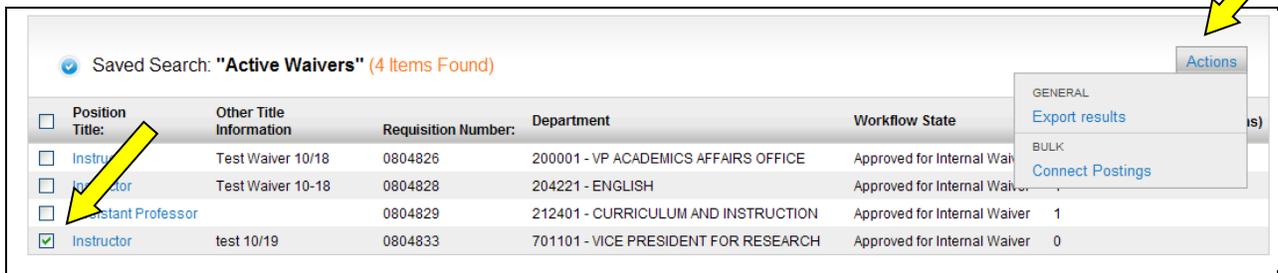
You will be taken to the posted requisitions screen.
Select the Pool from which you will copy the applicant.
Scroll to the bottom of the screen and select the **Connect** button.

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As shown below, you will see a message at the top of your screen which indicates that the postings are connected.

Go back to your pool position and select the **Actions** button next to the pool position.

Select **View Applicants**.

Your list of applicants will appear on the screen.

Select the box next to the name of the individual you want to copy to the waiver requisition.

Go to the **Actions button at the top right** of the search page.

Select **Move to Posting**.

The following screen will appear. It will reflect the waiver requisition(s) that this pool is linked to.

Select the posting and change the workflow state to **Interview complete**. (This applies to Waivers only – all other requisitions types should start with the workflow at Forward to Dept/Search Committee)

Select **Move** at the bottom of the page.

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You will see a message at the top of your screen which indicates that the applicant was copied.

When you return to your waiver, you will see that there is an active applicant posted.

Click on Actions next to that waiver and select **View Applicants.**

The following screen will appear. Notice that the applicant is in the workflow state you selected.