

New Temporary Lecturer Hiring Procedures

This form is a tool for Departments; Do not send to Faculty Affairs

New Hire's Name: _____

Email candidate to submit application materials

1. Part-Time Applicant to submit

SC-1

Cover/Application Letter

Curriculum Vitae

3 letters of Recommendation (within the past year)

Transcripts

2. Part-Time Hiring Committee determines course(s) qualified to teach and submits new pool participant justification (rationale why candidate is more qualified than others already teaching and in the pool).

<http://www.fresnostate.edu/academics/facultyaffairs/documents/tempappts/Temporary%20Faculty2.pdf>

3. Search if applicant was a prior CSU student: CSU ID Search

4 Add POI (Fresno State ID) in PS ID# _____

5. Complete "**New lecturer Certification**" form (Chair & Dean signs)

6. Complete "**Lecturer Assignment Review**" form (Changes in PT Lecturer Workload – Chair signs)

7. Offer Course(s) to New Temporary Lecturer (normally Chair)

8. **Send sample syllabus (Chair/Part-time Hiring Committee/Program Coordinator)**

9. Add Applicant to "Advisor/Instructor table"

10. Assign new Part-time Lecturer to Course(s) in SOC

Print **Term Workload**

11. Create **Appointment Notice**;

12. Print, obtain Chair's signature on contract (appointment notice)

a. Forward to Dean: **New Hire Package (all items in bold)**

b. Dean's Office: only send items **bold underline** to Faculty Affairs.

***Note**: New Faculty cannot be hired until Payroll Paperwork is completed at Faculty Affairs New Hire Orientation. The Appointment Notice will be signed at this Orientation, as well as an "Employee Information Packet" is given with instructions on how to obtain Email, Bulldog card and Parking Pass.

13. Departmental to-do:

Add to department Database/Rosters

Add to department listservs

Assign Office,

Request Keys,

Create campus mail box

14. Send Welcome Orientation Letter with information about Department Policies and Procedures.