

**College of Arts and Sciences**  
**Part-Time Faculty Hiring Checklist**

I. Initial contact

- CV and letter of interest supplied by candidate
- Syllabus samples sent to candidate (or supplied at interview stage)
- Information to offer at interview:
  - Course(s)<sup>1</sup> to be taught (curriculum context, topics covered, student level, typical enrollment)
  - Textbooks (whether common or not, range of possibilities, how to obtain)
  - JCU mission, ethos, students
  - Teaching practices and standards
  - Academic calendar, class meeting times, days
  - Pay scale<sup>2</sup>
- Possible questions to ask at interview:
  - Previous teaching experience
  - Expertise in course subject matter
  - Pedagogical approach (including handling particular scenarios)
  - Evidence of good teaching in peer and student teaching evaluations
  - Whether authorized to work in the U.S. without JCU sponsorship
- Questions NOT to ask at interview<sup>3</sup>:
  - Family status (marital, children)
  - Financial status (debts, income)
  - Country of origin, ethnicity
  - Age
  - Medical conditions (disability, number of days sick, worker's comp)
  - Religious or political affiliation (though candidates might ask whether there are any requirements--the JCU Mission, Vision, Core Values statement is helpful for responding)

II. Arranging a contract

- New hire will need to supply:
  - Transcripts (original, supplied directly by granting institution)
  - Emergency contact name and phone

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<sup>1</sup> Please note that part-time faculty can teach no more than 6 credits per semester; see "PTloadlimts" memo on CAS website under "Faculty Resources"

<sup>2</sup> See rate of pay memo CAS website

<sup>3</sup> See page 17 of HR's Staff Employment Process Guide (<http://sites.jcu.edu/hr/pages/employment/>) for a list of examples of inappropriate or illegal questions

- Two completed forms: “Professional Experience of Part Time Lecturers” and “Temporary Teaching Appointment”<sup>4</sup>
- Some departments also ask for a letter of reference
- Completed contract, transcripts, forms go to: Karen Connell, CAS Deans’ Office.
  - Associate dean approves; contracts go to the AVP’s office; HR notified and HR emails the person for a background check release and conducts a background check;
  - Associate Academic Vice President approves and the contract is sent to the campus mailbox of the new lecturer.
  - Once the new lecturer has signed and returned the contract to the AVP’s office, Barbara Lovequist arranges for the person to be listed as instructor for the course and have all appropriate access rights.

III. Orienting: The administrative assistant and department chair will need to arrange/explain:

- Office space, key request, book orders, phone assignment, parking pass
- Workroom, mailbox, copier and supplies location
- Classroom location (including specialized space, such as language labs) and how to operate classroom technology
- Syllabus checklist/guidelines, including departmental practices regarding common grading scale, absence policy, student surveys
- Academic calendar and schedule alterations (Tuesdays that are Mondays, Fridays that are Wednesdays, shortened class times for Celebration of the Spirit)
- Notification for weather closings, traffic, parking issues
- How to access class list and grading on Banner
- How to access Canvas and how to use for assessment
- Location of Human Resources webpage: “Part Time Faculty Resources”

IV. Further opportunities to note:

- University-wide orientation session in late August
- Departmental sessions (if held) regarding assessment, Canvas assignments, etc.
- Departmental schedule of public talks, research colloquia
- Center for Digital Media, Grasselli Library, and Faculty Development workshops

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<sup>4</sup> Both of these forms and the contract template are on the CAS website