
 Division of Human Resources Standard Operating Procedures	Procedure:	RECRUITMENT FOR TEMPORARY ACADEMIC AND ADMINISTRATIVE FACULTY POSITIONS
	Effective Date:	March 7, 2012
	Revision Date:	n/a
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	Approved By:	<i>Thomas Brown</i> (original on file)

A temporary full-time academic or administrative faculty appointment is generally a non-CSN employee who is issued a temporary full-time contract for a period of up to a year. Below are the guidelines for hiring an employee on a temporary appointment:

1. The Hiring Supervisor/Department Chair will ensure there is a position control number available for this appointment by checking with the Budget Group.
2. If this is a new Administrative Faculty position, the Hiring Supervisor/Department Chair will need to complete a Job Description Form and send it to the Dean/Director and then to the respective Vice President and Human Resources for review and approval.
3. The Hiring Supervisor/Department Chair will complete the Personnel Transaction Form (PTF), the Justification to Hire Form (JTH) or a memo detailing the rationale for filling the position on a temporary basis and attach these two forms to a copy of the applicant's employment application and resume. If this is a new position, the job description must also be attached to this paperwork packet.
4. All of the paperwork listed in step two above will be forwarded to the Dean or Director for review and approval.
5. The paperwork packet will then be forwarded to the respective Vice President (VP) for review and approval.
6. Once approved by the VP, the paperwork packet will be forwarded to budget for verification of the position control number/funding and approval.
7. Budget will forward the paperwork packet to human resources for processing.
8. Human resources will review the paperwork and confirm that the candidate meets the minimum qualifications as laid out in the approved job description.
9. If a background check is required, human resources will contact the candidate to confirm their e-mail address and explain the background check process.
10. Human resources will notify the department of the approved paperwork and verify the start date and any other relevant information.
11. For academic faculty, the Dean will contact the candidate and extend a verbal offer of employment. For administrative faculty, human resources will contact the candidate and extend a verbal offer of employment.
12. If the candidate accepts the verbal offer, human resources will create and e-mail the acceptance letter to the candidate.
13. Once the signed acceptance letter is received, human resources will send out the formal welcome letter and schedule the new employee for a new-hire payroll/benefit session and a subsequent general college orientation session.

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Compensation

The salary for temporary administrative faculty appointments will be determined by the President in consultation with the Sr. Vice President of Finance and Administration. The salary will generally be set in accordance with the low end of the salary schedule for the position. The salary for temporary Academic Faculty appointments will follow the NSHE Academic Salary Schedule - Community Colleges.

Applicant Pool

Each department is encouraged to maintain and periodically update a pool of potential candidates via the college's PeopleAdmin system who could be called upon to teach or fill a professional-level position in an emergency. The Division of Human Resources can assist the department when it is necessary to identify a viable pool.

Note: Even if approval is granted for a temporary appointment, searches should be initiated as soon as possible for the positions. Temporary appointments expire at the end of the contract without notice, and may be terminated earlier upon 30 days notice at any time during the contract period.

Professional Forms to be Filled Out

- Personnel Transaction Form (PTF) <http://www.csn.edu/PDFFiles/HR/personneltransaction.pdf>
- Justification to Hire Form (JTH) <http://www.csn.edu/PDFFiles/HR/justificationtohire.pdf>
- Application for Employment <http://www.csn.edu/PDFFiles/HR/PTFacultyProfessionalApp.pdf>
- Job Description Form <http://www.csn.edu/pages/3911.asp>