

**TITLE:           HIRING PART - TIME FACULTY**

1.     The appropriate Division Chairs or other administrators shall work with the Dean of Instruction in locating and hiring part-time faculty.
2.     Applications and related materials will be kept in the Human Resources Office.
3.     It must be made clear to the prospective employee that part-time faculty are hired on a semester basis and they will be given a contract to do a specific job. Each part-time faculty member must be made to realize that the contract carries no continuing provisions and he/she shall not be provided the fringe benefits afforded full-time employees.
4.     All applicants for part-time positions should have a complete application on file, including copies of transcripts. Before an applicant is scheduled to teach a section or sections, the appropriate administrator must ensure that said applicant has completed a part-time employment packet. The part-time employment packet contains:
  - a)       W-4 Federal Withholding Form
  - b)       M-4 Michigan or WT-4 Wisconsin Withholding Form
  - c)       MPSERS Membership Information Form
  - d)       Payroll schedules
  - e)       Insurance information
  - f)       Appropriate Master Agreement
  - g)       Keys (Buildings and Grounds Director)
  - h)       Illegal Alien Certification
5.     Letters of Agreement will be issued to part-time faculty, specifying the campus class semester, start-end dates, contact hours, pay rate, and total pay. The Business Office will be notified of appropriate payroll information.
6.     Adherence to the faculty Master Contract provisions relative to part-time faculty will be observed.

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