

**COLLEGE OF LIBERAL ARTS
HIRING REFERENCE GUIDE
AY 2017/2018**

HIRING FLOW CHART

Graduate Assistant - Prepare PTF and Contract (found on-line), prepare and attach cover Checklist, Printed Enrollment Verification from PS system, and attach appropriate documentation as needed, according to Checklist.

Teaching Associate - Enter data on departmental online hiring module, creating a new line if candidate is a new hire, prepare and attach Checklist and Enrollment Verification, and attach appropriate documentation as needed, according to Checklist. College office will generate contract from forwarded spreadsheet and return for signature.

Part Time - Determine “hire” eligibility and enter data on departmental online hiring module, creating a new line if candidate is a new hire, prepare and attach Checklist and appropriate documentation as needed, according to Checklist. College office will generate contract from the data approved on the hiring module and return for signature.

Full Time - Determine “hire” eligibility and notify college who will prepare PTF and contract, prepare and attach FT Lecturer or Renewed Appointment Checklist, and attach appropriate documentation as needed, according to Checklist.

Tenure Track - Academic Personnel, in conjunction with the College of Liberal Arts staff will prepare PTF. Prepare documents from candidate’s application file, include completed Tenure Track Checklists and forward to college office.

ACTION/REASON CODES (For college use on Online Hiring Module)

HIR	APT	Used at initial hire into the CMS system. Include Education information (degree type, name of institution, and month/yr degree was conferred) in the Comment column.
HIR	CON	Used for an employee actively employed in another Department and used only once for each new position added.
REH	REH	Used to rehire an employee who was previously terminated, but already exists in database.
PAY	TBC	Used whenever the time base/FTE/WTU changes from a previously designated value. (Use when WTU in 3AY or Spring AY changes from last contract).
DATA	APT	Used when a contract expires, but employee is not terminated.
JED	FSC	Used when a position # changes (make a note in the comment field describing change).

HIRING DATES and PAY RATES

Fall 2017 (F)				Spring 2018 (S)	
- Graduate Assistant 9/1/17 ~ 1/30/18 (5 Monthly Payments)				- Graduate Assistant 1/31/18 ~ 6/30/18 (5 Monthly Payments)	
- Teaching Associate 8/21/17 ~ 12/22/17 (6 Monthly Payments)				- Teaching Associate 1/22/18 ~ 5/19/18 (6 Monthly Payments)	
- PT & FT Semester Appointments ~ 8/21/17 ~ 12/22/17				- PT & FT Semester Appointments ~ 1/22/18 ~ 5/19/18	
GRADUATE ASSISTANT PAY RATES				TEACHING ASSOCIATE PAY RATES	
	Step 1 (1 st 2 semesters)	Step 2 (2 nd 2 semesters)	Step 3 (3 rd 2 semesters)	Step 1 (1 st 2 semesters)	FT Base Rate=\$3150.00
FT Base Rate	\$2432.00	Step 2=\$2610.00	Step 3=\$2786.00	Step 2 (2 nd 2 semesters)	FT Base Rate=\$3216.00
(20 hrs/wk=.5)	\$1216.00	Step 2=\$1305.00	Step 3=\$1393.00	Step 3 (3 rd 2 semesters)	FT Base Rate=\$3280.00
(10hrs/wk=.25)	\$608.00	Step 2=\$652.50	Step 3=\$696.50		
Academic Year 2017/2018 & Multiple Year Contracts (Part/Full Time Lecturers)					
- AY (Academic Year eligibility, unit load total same as previous year) 8/21/17 ~ 5/19/18					
- 3AY (New/Renew 3 Year contract eligibility, entitlement based on unit load taught in previous academic year) 8/21/17 ~ 5/22/2020					
- 3AY (faculty currently in middle of 3 Year contract, entitlement for six semesters is based on unit load taught in academic year prior to beginning of 3 year contract)					
INSTRUCTIONAL STUDENT ASSISTANT (ISA) PAY RATES					
Pay scale from \$13.00 (minimum) to \$19.42 (maximum) per hour					

MISCELLANEOUS

- If an employee listed in the module will not be rehired, indicate ‘**Terminate**’ in the NCH/SWB/TER column.
- If a 3AY employee listed in the module is taking a semester off (or a class is not available for him/her), indicate ‘ShortWkBrk’ in the NCH/SWB/TER column and also, **IMPORTANT: note the reason in the “comment” field.**
- If a 3AY (or AY for Spring appointment) employee is assigned the same number of units, indicate “**No Change**” in the NCH/SWB/TER column.
- Subsequent submissions (revisions/additions): Once CLA has approved the appointment, call Julie or Kimberly to release it for the updated appointment information and contract.
- After new GA/TA/PT/FT/TT hires have signed their contracts/acceptance, they should be provided with a “Steps to Employment” form to enable them to navigate the labyrinth of offices they must visit as a new employee.
- Note:** On-line forms and more detailed information can be found on the College of Liberal Arts web page under Faculty Personnel (under Policies and Procedures). UPDATED: 07/2017