Faculty Hiring Process in Deans Area

Director works w/Hiring Dean to determine how many faculty are being hired

-once person is chosen and they accept offer (verbally or via email), Hiring Dean works with the hire to negotiate salary and then contract goes out. A# and email can be created beforehand or at same time, and they can be entered into the CMD, etc, even before they sign contract letter. Having an A# is required to be able to put a person into the CMD.

Offer must be accepted (at least verbal commitment) before we can create A# and before we can advertise the faculty teaching a particular elective.

We can post a class with a faculty name as long as they have accepted the position either verbally or over email to the director or faculty dean.

Basically, Janet takes care of all of the hiring paperwork, setting up A#, email, fob etc. So, email her if you need an A# made so you can pull them into the CMD.

Janet works directly w/faculty to make sure they get their fob/email. Client Services can work directly w/adjunct faculty who aren’t on campus – and can even mail the fob if they can’t come to campus.

Rooms, etc also get setup because Janet will tell the appropriate program coordinators.

Grad Programs are supposed to collect all syllabi and covenants.

Director must communicate w/Emmie when a faculty is leaving permanently and/or a faculty is returning year after year. Basically, just let her know after their final quarter for the year.

The program has to remind faculty to order books, as well as how to deal with anything requiring our program budget fees. Books need to be determined before registration opens up.