

## Standard Operating Procedure for Hiring Part-Time Instructors

Updated 9/30/2019

### Overview:

To ensure we are meeting University and SACS guidelines for instructors we must complete the appropriate paperwork for a new appointment. Depending on the capacity in which an individual will be teaching (instructor of record, part-time support, lab support, or guest lecturer) will determine what procedure must be followed. The Payroll Request Form (PRF) should be completed for anyone who needs a payment processed and sent to: [chspayrollrequests@uky.edu](mailto:chspayrollrequests@uky.edu).

IMPORTANT DATES AND DEADLINES	
<b>October 1<sup>st</sup></b>	Notify Department staff & Chair's to begin working on PRF's for the Spring Semester
<b>November 1<sup>st</sup></b>	All PRF's for the Spring Semester are due to the Faculty Administrator
<b>March 1<sup>st</sup></b>	Notify Department Staff & Chair's to begin working on PRF's for the Summer I & II sessions
<b>April 1<sup>st</sup></b>	All PRF's for the Summer I & II sessions are due to the Faculty Administrator
<b>June 1<sup>st</sup></b>	Notify Department Staff & DD's to begin working on PRF's for the Fall Semester
<b>July 1<sup>st</sup></b>	All PRF's for the Fall Semester are due to the Faculty Administrator

**\*ALL paperwork must be completed BEFORE the start of a new semester.**

If faculty is to be listed as '**Instructor of Record**' they will need to have a faculty appointment **AND** approved through the Department Chair.

### Process:

ADMINISTRATIVE ASSISTANT CHECKLIST		
	<u>Task:</u>	<u>Completed By:</u>
<b>1</b>	Department staff and Chairs/DUSs are notified that they need to begin working on the <b>Payroll Request Form</b> for the next semester using the dates provided. (ie. instructor of record, part-time support, lab support, or guest lecturer)	Department Staff
<b>2</b>	Department staff complete <b>PRF's</b> and send to the payroll requests email address.  <b>IF</b> a part-time faculty appointment is needed notify the Office of Faculty Advancement Administrative Assistant with employee information.	Department Staff  Administrative Assistant; Gail Kelleher
<b>3</b>	Department staff determine which type of appointment is needed for instructor: A. NEW HIRE to CHS, has never worked for the University (#3a) B. NEW HIRE to CHS, UK Employee (Faculty) (#3b) C. NEW HIRE to CHS, UK Employee (Staff) (#3c)	Department Staff  <i>*Contact Christa Jennings if you are unsure which type of appointment is needed*</i>
<b>3a</b>	<b>NEW HIRE, has never worked for the University:</b> <input type="checkbox"/> Payroll Request Form	

	<ul style="list-style-type: none"> <li>□ Hiring Paperwork: <ul style="list-style-type: none"> <li>✓ Apply Online</li> <li>✓ I-9 Form (Scovell Hall)</li> <li>✓ Background/Drug Screen</li> <li>✓ W-4 Form</li> <li>✓ KY State Tax Form</li> <li>✓ Direct Deposit Form</li> </ul> </li>   <li>□ <b><u>If Instructor of Record</u></b>, will also need a faculty appointment: <ul style="list-style-type: none"> <li>✓ Current CV</li> <li>✓ Transcript</li> <li>✓ E02 (with teaching assignment noted)</li> <li>✓ Teaching Credentials Form</li> <li>✓ Teaching Justification, if applicable</li> </ul> </li> </ul>	<p>Department Staff submit PRF to faculty administrator</p> <p style="text-align: center;"><u>Hiring Paperwork:</u> Faculty &amp; Human Resources Administrator Christa Jennings</p> <p style="text-align: center;"><u>Faculty Appointment Paperwork:</u> Administrative Assistant; Gail Kelleher <i>*AA will enter new faculty into Faculty Database and process faculty appointment *</i></p>
<p><b>3b</b></p>	<p><b><u>NEW HIRE, UK Employee (Faculty)</u></b></p> <ul style="list-style-type: none"> <li>□ Faculty Overload Approval Form</li> </ul> <p>*Must already have appointment in FDB*</p>	<p>Department staff submit Faculty Overload Approval Form to Faculty Administrator to submit faculty overload through myUK for appropriate approval &amp; payment</p>
<p><b>3c</b></p>	<p><b><u>NEW HIRE, UK Employee (Staff)</u></b></p> <ul style="list-style-type: none"> <li>□ Payroll Request Form</li>   <li>□ Staff Overload Form <u>Required Signatures:</u> <ul style="list-style-type: none"> <li>✓ UK Employee</li> <li>✓ Employee's Supervisor</li> <li>✓ Employee's Dean or Director</li> <li>✓ CHS Supervisor</li> <li>✓ CHS Dean or Director</li> </ul> </li>   <li>□ <b><u>If Instructor of Record</u></b>, will also need a faculty appointment: <ul style="list-style-type: none"> <li>✓ Current CV</li> <li>✓ Transcript</li> <li>✓ E02 (with teaching assignment noted)</li> <li>✓ Teaching Credentials Form</li> <li>✓ Teaching Justification, if applicable</li> </ul> </li> </ul>	<p>Department staff submit PRF &amp; completed Staff Overload Form with signatures to Faculty Administrator for processing</p> <p style="text-align: center;"><u>Faculty Appointment Paperwork:</u> Administrative Assistant; Kristie Law <i>*AA will enter new faculty into Faculty Database and process faculty appointment*</i></p>



**Resources:**

[Payroll Request Form](#)

[Staff Overload Form](#)

[Faculty Overload Approval Form](#)