Hiring Steps – Part-Time Faculty

Step One – Authorization to Hire
1. There is no need for a job requisition to be submitted (unless the position is specialized). All part-time positions are part of a pool and do not have individual position numbers. Need for a hire will be determined by departmental needs.

Step Two – Job Posting & Advertising
1. A general posting for part-time faculty positions is placed on the MGA careers site and remains there until there is a change. There are no individual postings for a particular part-time position.

Step Three – Review of Application Materials/Screening and Interviewing Candidates
1. There is no need for a search committee. The Hiring Manager will screen materials received via the MGA careers site and interview qualified candidates.
2. After speaking with the candidates, the Hiring Manager will make the hiring decision.
3. The Faculty Candidate file is completed and signed per the Faculty Employment Checklist by the Department Chair or designee, and forwarded to the Dean's office for signature.
4. Dean reviews folder contents for accuracy and signs Faculty Credentialing Form and Faculty Employment Checklist. Dean's office forwards folder to Office of the Provost for credentialing.
   a. If in a Critical Hiring Period (months of July, August, November, December and January), refer to the policy for Faculty Credentialing During Critical Hiring Periods (approved by CB and JA December 2017).
5. SACSCOC Liaison reviews credentials and sends back to Operations Manager and simultaneously notifies dean of approval or denial.
6. If credentials are denied, the Search Committee moves on to the other candidates.
7. Candidates with approved credentials are eligible to be called for an interview.

Step Four – Job Offer
1. Once the interview process and credentialing is complete, the Hiring Manager may extend a verbal offer of employment.
2. All offers of employment are contingent upon the successful completion of a background check and candidates are to be told this at the time the verbal offer is extended.

Step Five – Background Check
1. Hiring Manager is to email Human Resources at humanresources@mga.edu and copy Jennifer Jones at Jennifer.jones11@mga.edu to request a background check to be performed. In the email, please clearly list the candidate's full name and personal email address. The candidate will receive an email with instructions indicating how to log in to provide the background information required to conduct the check.
2. Once the background check is cleared, Human Resources will notify the Hiring Manager and Jennifer Jones.

Step Six – Personal Action Request Form (PARF) and Offer Letter
1. Once the background check is clear, the Hiring Manager is to complete a PARF and send to the Operations Manager in the Office of the Provost. The Operations Manager will then obtain the signature of the Provost and will forward to the Office of Budget and Planning (OBP) for processing.
2. The OBP sends the completed PARF to Human Resources with a copy to the Operations Manager for final processing.
3. No offer letter is issued to a part-time faculty member.
4. The Hiring Manager (Department Chair) will issue the part-time contract.
5. The Hiring Manager informs the candidate that official transcripts are needed prior to the first day of employment.

Step Seven – Onboarding
1. Once Human Resources receives the completed PARF, they will send out the "Welcome New Hire" email which includes the online orientation material.
2. Human Resources will create the new employee's email, and will send the new hire email activation instructions.
3. Human Resources will notify the Hiring Manager to give the new hire access to position specific folders/software (banner, dware, campus logic, etc.).

Reminder: in order to stay in compliant, **I-9's must be completed no later than the first day of employment.**