Old Dominion University  
Department of Human Resources  
Non-Instructional Part Time Faculty  
(4031) Process

Employment of non-instructional part time faculty must be fully supported by the timely completion of all employment paperwork.

This process provides a means for departments to employ part time non-teaching and non-research faculty, without a recruitment, when an employee is needed to meet seasonal, temporary or causal workforce needs to perform responsibilities that are comparable to administrative and professional faculty.

The salary paid must be a minimum of $684 per week and for no longer than a period of 12 months.

If the person will be employed for a month or longer, the following process must be followed:

- Hiring supervisor has candidate complete a resume and interviews candidate.
- If this is a viable candidate for the job, hiring supervisor will submit the resume and the part time position description form.
- Human Resources will review the part time position description form to determine whether the assignment should be classified as non-instructional part time faculty (4031).
  - If the candidate is qualified for the assignment, the Staffing & Operations Assistant will notify the candidate to come in to complete a criminal background form, if applicable.
- Once the background results have returned and are satisfactory, the hiring supervisor will be contacted to make the job offer and submit the 4031 form.
- If the position has been accepted, the Staffing & Operations Assistant will send the candidate a hire letter and employment forms.
- No person can begin work until approved by Human Resources and all documents have been submitted.