

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 Recruitment & Employment 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 Recruitment & Employment 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.