Department Head/School Director Guidelines for

Posting Newly-Available Courses for Part-Time Lecturers

1. When the DH/SD determines that there are unassigned courses for an upcoming semester, two things should happen:
   1. Email current part-time lecturers in the department announcing that courses are available for assignment.
      1. Sample language: *The Department/School of \_\_\_\_\_ announces courses available for the \_\_\_\_\_ semester. Please contact the Department Head/School Director by <insert date > to express your interest in teaching these courses.* <Include DH/SD contact information.>
      2. **Please copy Candice Hunter in AHR on internal email to incumbents.**
      3. Note: The preference when contacting current part-time lecturers is to list the courses available. If it is not practicable to do so, then it is not necessary to list the courses at this point. You are inviting their interest only. You can fill in the details with internal candidates if/when they contact you for specifics.
      4. When contacted by interested internal candidates, request an updated resumé and schedule of availability.
      5. In emergency situations, the timeline can be shorter, as long as incumbents are notified first.
   2. If you are contemplating hiring new part-time lecturers who are not currently in the bargaining unit, post a general department- or program-level job posting on the web-based employment system (NEOGOV) inviting external applicants.
      1. The posting should list the minimum qualifications for a candidate to be considered for the teaching position, and should include a general description of the responsibilities. Keep the language simple and generic. (The language need not be specific to any course[s]).
      2. Postings for each forthcoming academic year will be listed online from 01 March through 31 August, and the language of the posting should include a request for candidates to indicate desired semester(s) of employment.
      3. Please submit your job posting language to Candice Hunter ([candice.white@emich.edu](mailto:candice.white@emich.edu)) in Academic Human Resources using the “PTL Job Posting Form” located on the AHR website here:
         1. <http://www.emich.edu/ahr/forms.html>
      4. If for any reason it is not practical to post the opening online for the minimum ten (10) days, please contact Candice Hunter in Academic Human Resources.
      5. The link to the online job posting can be found here:
         1. <http://agency.governmentjobs.com/emichedu/default.cfm>
2. At the close of the posting period, department head/school director reviews the applicants’ materials (internal and external).
   1. For internal candidates: except as provided below, final determination regarding credit hours assigned shall be at the sole discretion of the Employer:
      1. Per MP 165, the semester hours of a Lecturer B’s annual appointment shall be the lesser of an average of six credit hours per semester or the average number of credit hours taught per semester during the qualifying period.
      2. Per MP 166, make “every reasonable effort” to maintain an employee’s appointment percentage consistent with the employee’s prior level of appointment.
      3. Per MP 167, make “every reasonable effort” to hire from within the bargaining unit (e.g. current part-time lecturers) prior to hiring outside the bargaining unit, except when such courses are assigned to tenured and tenure-track faculty or to full-time lecturers.
   2. For external candidates: if the department head/school director review indicates that no internal candidates meet the qualifications, or are not available for teaching the course(s), or that s/he has otherwise made a reasonable effort to hire an internal candidate and has not been successful the DH/SD may hire outside the bargaining unit (external candidates).
      1. During the application process, the applicant should attach a copy of his/her official transcript showing the highest degree earned for your review.
3. Contractual Considerations:
   1. MP 158: An offer to hire an employee is in the sole discretion of the employer, which shall take into consideration such things as his/her availability, qualifications and his/her suitability for the stated requirements of the position(s).
4. Other Considerations:
   1. Keep posting language simple and general. Contact Candice Hunter in AHR with any questions.
   2. While not necessary, you may include the link to the online posting language in the email to current part-time lecturers.
   3. Consider the department/school peak hiring “season” when posting. If necessary, postings can be longer than the required 10-business day period.
   4. Remember payroll dates and FLAC.
      1. <http://www.emich.edu/controller/payroll/docs/FacultyCal-1617.pdf>
   5. Be mindful of course load. 65% of part-time lecturers at EMU teach six credit hours or less per semester. That’s considered a best practice.
      1. Note: No part-time lecturer should exceed a 12/12 credit hour load (e.g., four courses per semester) in consecutive semesters.
   6. Any offer to hire is at the sole discretion of the employer (e.g., department head or school director), subject to the caveats outlined above.
   7. Any new employee hired is required to produce official transcripts (not a copy) at the time of hire. Please advise any new hires of this requirement accordingly.