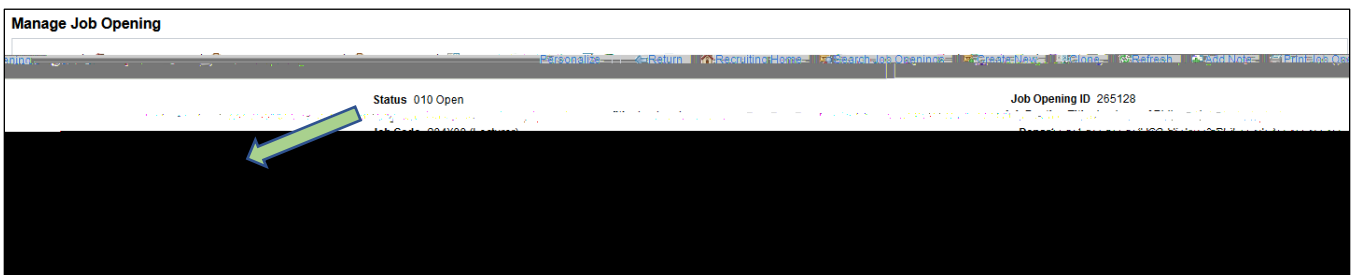# PART-TIME AND LIMITED TERM FACULTY HIRING PROCESS
Hiring Manager: Preparing the Job Offer

Once an applicant has been selected for hire, Hiring Managers must navigate to that applicant via the Job Posting.

<u>CENTRAL REPOSITORY</u>
1. Upload applicable documents listed below in the Activities and Attachments tab per the Faculty Search Guidelines for the Central Repository, see link for details. (https://www.kennesaw.edu/human-resources/careers/talent-acquisition/staff-hiring-process.php)
    a. application materials from all candidates, including letters of application or application forms, curriculum vitae or resumes, academic transcripts, samples of writing or publications, and reference letters <u>(No Action Needed - **already in the system**)</u>
    b. job descriptions <u>(No Action Needed - **already in the system**)</u>
    c. position announcements, (**college/department advertising**)
    d. approval documentation to initiate the position search (**PAF for <u>LT On</u>ly**)
    e. candidate lists (**telephone/virtual and campus interview lists**)
    f. faculty search committee memoranda (**summary only if applicable**)
    g. evaluation rubrics and scoring sheets for applicants (**justification for hiring this person** use **KSU_246842_Recommendation_APPLCANTS LAST NAME**
    h. interview questions (including those for telephone and face-to-face interviews) and notes
    i. telephone reference check questions and notes (**summary only**)
    j. itineraries of finalists invited to campus
    k. Search process trainings

<u>NOTE</u> Offer letter will not be sent out without Central Repository information uploaded.

Updated 10/15/2024

FACULTY PART TIME AND LIMITED TERM JOB OFFER PROCESS

1. **Before** extending the verbal offer, hiring managers must seek approval by the Dean. Once verbal offer approval is granted, the verbal offer is extended by the hiring manager to the applicant outside the electronic system.
2. If verbal offer is accepted, hiring manager will prepare the job offer in the system. (Application must be at the *Interview* Disposition)
   Moving applicant to Interview
   a. Select **Other Actions** Ic 0.

3. Complete the full Job Offer including the following:
   a. Official start date (Fall = 8/1; Spring = 1/1)
   b. Offer expiration date (make the same as start date)
   c. Comments Box – **For limited term**, fill in final rankand correct position number. Also, enter any special information you need to share.
   d. Complete the Job Offer Components section as listed below

Offer Components	Part-Time	Limited Term
Components	Base Pay	Base Pay
Offer Amount	Department's **per credit hourrate** for highest degree earned	Actual offer dollar amount
Payment Mode **Currency**	Cash	Cash

Part-time Job Offer Approval Flow

Hiring Manager	Creates job offer after it has been accepted outside the system
FA Coordinator	