CFAES Human Resources Standard Operating Procedure (SOP)

Task:	Lecturer Hire-Rehire		
Revision Date:	11/17/2017	**SOP Reference #**	1B
Definitions and Attachments	**Lecturer Request Form**-Form used by chair/dept head/leader to request a person to be hired as an employee. This form shows personal information, classes to be taught, dept, total credit hours, total contact hours, rate of pay, etc. **Lecturer Hire Checklist-**This tool functions as a quick visual aid to determine where in the process the hire is and what items still need to be completed. This tool should be utilized from start to finish in this process.		
Responsibility:	HR Associate, HR Final Approver, Service Center		
Frequency:	Fall, Spring, Summer Semester	**Timing:**	Every Session or Semester
Process Steps:			

1. 10 weeks prior to to the semester start, send communication to Chairs/Dept. Heads/Leaders , that lecturer information is due to HR Associate 6 weeks prior to the semester start. (see attached Lecturer Request Form or LRF)

2. LRF is returned to HR Associate. HR Associate checks to see that fiscal has signed off, calculation and annual pay are correct and fixes the calculation for sessions.
    a. Returning Lecturer (one time a year) receives .5% salary increase.

3. Send the LRF (corrected) to Chair/Dept. Head/Leader for signature via Docusign.

4. Signed LRF is returned to HR Associate. HR Associate finds an open position via the Position Management Spreadsheet and updates position if necessary via Fill Existing HRA or creates a new position via Create New HRA if none are available.

5. HR Associate creates a draft letter of offer (LOO) for lecturer via docusign and sends for supervisor signature.

6. HR Associate creates a Hire HRA and does the following:
    a. Add comments regarding personal cell #, service calculator needed, location code, business address, business phone, indicate rehire.
    b. Indicate if BG check and packet are needed for service center. Note- BG check is NOT needed if the lecturer is returning as a lecturer and has not had more than a 1 year break in service. (i.e. a fall semester lecturer who only lecturers in the fall, but returns each fall-would not need a BG check.
    c. Attach resume, signed LRF, and *DRAFT* LOO.

7. Final Approver receives Hire HRA. Final Approver AdHocs fiscal officer, Senior Associate Dean, and Compensation Manager.

8. AdHocs approve.

9. HR Associates initials the Draft LOO in Docusign, which sends the LOO to candidate.

10. Signed LOO is returned to the HR Associate via Docusign. HR Associate downloads LOO from Docusign to shared drive and attaches signed LOO to HRA and Final Approver approves.

11. HR Associate uploads signed LOO and Resume/CV to Onbase.

12. Service Center receives approved Hire HRA.   BG check is initiated (if needed) and hire packet (if needed) is sent to candidate.

13. HR Associate verifies I9 documentation (if necessary).

14. HR Service Center EVerifies (if necessary).