



# CROSS-FUNCTIONAL PROCEDURE

## *Verification of Qualifications – Part-time Faculty New Hires*

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### **Purpose of Procedure**

This procedure is a component of the hiring process for part-time faculty. It was created as a result of several similar audit findings, including the State of Michigan's Office of the Auditor General August 2005 finding that: "*The College did not consistently verify and document that faculty possessed required credentials prior to employment.*"

This procedure has several purposes:

1. It creates a standardized process, similar to the documentation generated by HR for full-time staff, whereby the hiring manager (Dean) documents the analysis that they conduct to conclude that part-time faculty meet the College's minimum requirements.
2. It assembles the Dean's analysis and verification with supporting documents (job descriptions, resume, transcripts and licenses, if applicable) to provide a package that can easily and quickly be reviewed by auditors. The goal of this package is to ensure that negative audit comments are not received in the future. One component of the package is an explicit and clear written enumeration of the minimum requirements and how the employee meets these requirements.
3. To ensure the consistent verification and documentation that part-time faculty meet minimum requirements and that required credentials are on file prior to the end of the first semester of employment.
4. To create a standardized process to verify that vocational faculty satisfy Perkins requirements: documentation of two years of work experience in the vocational discipline and current applicable certifications and/or licenses.

Academic Affairs managers (Deans, Executive Deans, and the Vice President) and Student Services managers (for Counselors and Advisors) have the sole and exclusive authority for determining that part-time faculty are qualified. Consistent with this authority, these managers are accountable for the results of this exercise of management discretion. This procedure does not call for Human Resources to audit or "second guess" such decisions. The role of HR under this process is to determine that the inventory of appropriate documentation has been timely and properly assembled and to ensure that the employee is not subsequently rehired if the process has not been followed. HR will, however, report concerns to the appropriate Vice President should any such concerns be identified during this inventory.

### **Date Procedure Originally Documented**

August 15, 2006

### **Date Last Revised**

September 24, 2011

### **Person(s) Responsible for Updating**

Ronda Brinch (Supervisor – HR Services)  
Brenda Phillips (Supervisor – HR Systems & Research)

### **Location(s) of this Procedure**

k:/Policies & Procedures/Procedures/Faculty

### **Name and Contact Information of Persons Involved in Procedure**

Deans/Executive Deans  
HR Services  
Perkins Administrator



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### Detailed Procedure

- 1) **Dean/Executive Dean** prepares or updates job description, adhering to guidelines contained in the Faculty collective bargaining agreement and obtaining required internal management reviews necessary to establish job description as “official”. The Academic Affairs office has created a job description template that can be utilized to quickly and easily complete this item.
- 2) **Dean/Executive Dean** requests and obtains the following documentation from candidate or new hire:
  - a) Resume
  - b) Copy of transcripts
  - c) Applicable licenses

Human Resources can assist the Dean/Executive Dean by reviewing the employee’s personnel file upon request to determine if any of the above documents have already been received. If so, Human Resources will make a copy for the Dean/Executive Dean to include in the packet.

- 3) **Dean/Executive Dean** determines that candidate meets minimum requirements as outlined in the job description.
- 4) **Dean/Executive Dean** hires new part-time faculty.
- 5) **Dean/Executive Dean** completes an “Employee Transaction Form” and forwards to **Human Resources** after being approved by the **Vice President**.
- 6) **Dean/Executive Dean** directs or accompanies new hire to Human Resources to complete new hire paperwork. (**Note:** *The “Employee Transaction Form” must either be received in HR prior to the part-time faculty’s arrival or brought by the new hire when they arrive to complete their paperwork.*)
- 7) **Dean/Executive Dean** documents their analysis of the part-time faculty new hire (and subsequent conclusion that the new hire meets minimum requirements) by completing the “*Verification of Qualifications for Part-time Faculty New Hire Worksheet*” (see attached sample) to include explicit and clear written enumeration of the minimum requirements and how the employee meets these requirements. Consistent with the purpose of this procedure, appropriate level of detail is that which facilitates review by external auditor.
  - a) Checks “*Perkins*” box in top right hand corner of worksheet if the position is covered by the Perkins Grant. If not, the box is left unchecked.
  - b) Attaches all appropriate documents (job description, resume, transcripts and applicable licenses) to the completed worksheet to create the verification packet.
  - c) Forwards (no later than the sixth week of the Fall/Winter semesters or the third week of Spring/Summer sessions) approved verification packet to **Human Resources** for tracking. (Documentation of receipt will be provided if packet is personally delivered.)
  - d) **Human Resources** verifies that the packet is complete. If the packet is incomplete, HR will return it to the Dean/Executive Dean with a cover memo indicating what documentation is missing and requesting re-submission).
- 8) **Human Resources** inventories verification packet received from hiring manager to determine that all required materials have been timely received (a preliminary inventory will be completed no later than the fourth week of Fall/Winter semesters to; the final inventory will completed no later than



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the end of the ninth week of the Fall/Winter semesters or the third week of Spring/Summer sessions) and reports any concerns to the appropriate Vice President.

- 9) Part-time faculty new hires missing complete verification packets will not be eligible to teach the following semester. These steps will be taken:
  - a) **Human Resources** notifies **Dean/Executive Dean** that the employee is not eligible to teach the following semester.
  - b) **Dean/Executive Dean** contacts employee (within three business days of receiving notification from HR) to inform them of their ineligibility to teach the following semester.
  - c) **Human Resources** sends follow-up memo to **employee, Dean/Executive Dean** and **Vice President** (with copy to personnel file) documenting employee's ineligibility to teach.
  - d) **Human Resources** generates an "Employee Transaction Form" and terminates employee in Datatel. (**Note:** *Any employee subsequently rehired will be processed as a new hire.*)
  
- 10) Part-time status faculty who do not meet the minimum qualifications may be hired on an **emergency basis for one semester only** when necessary to staff an advertised class (Article XI.B). Individuals hired in such emergency situations may not be hired in any subsequent semester unless they meet all of the minimum requirements. Faculty hired on an emergency basis will be identified on the Monthly Staffing Transactions report to the Board with the following notation: "One Semester Emergency Hire".
  - a) **Dean/Executive Dean** completes an "Employee Transaction Form" and indicates "Emergency Hire" on the Comments line. The Employee Transaction Form is then forwarded to **Human Resources** after being approved by the **Vice President**.
  - b) **Dean/Executive Dean** documents their analysis of the part-time faculty not meeting the minimum qualifications and the semester being hired on the "*Verification of Qualifications for Part-time Faculty New Hire Worksheet*" (see attached sample) by indicating "Does not meet minimum qualifications. Emergency Hire – Semester Year", (e.g. Fall 2011) and checks "Emergency Hire" box which is located under the Dean/Executive Dean's signature line.
  - c) **Dean/Executive Dean** forwards the approved verification packet to **Human Resources** for tracking at the beginning of the semester.
  - d) **Human Resources** documents that the part-time faculty does not meet the minimum qualifications and is an Emergency Hire for that one semester only and cannot be rehired in any subsequent semester unless they meet all of the minimum requirements.
  - e) **Human Resources** will indicate on the next Monthly Staffing Transactions report to the Board that the part-time faculty was hired under Article XI.B.6.as an Emergency Hire.

Exceptions for hiring faculty with less than minimum qualifications are as follows:

1. MD's and DO's teaching anatomy and physiology
2. Health Science instructors in clinical laboratories and cooperating agencies settings and other specialty skill-based courses
3. Lecture courses for Respiratory Therapy, Dental Assisting, Occupational Therapy Assisting, Physical Therapy Assisting
4. Developmental math instructors
5. Occupational instructors in the areas of Culinary Arts, Cosmetology, Fire Science, HVAC, BCON, Mechanical Operations (Welding, CNC, Fluid Power, Machining) Electricians, and Business Health Services Management

