



CROSS-FUNCTIONAL PROCEDURE

Verification of Qualifications – Part-time Faculty New Hires

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 for the Perkins Administrator 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

January 19, 2007

Person(s) Responsible for Updating

Kate Schamanek (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 (Michael Benner)



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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
- 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**.
- 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) If part-time faculty hired to teach course(s) **covered under Perkins Grant**:
 - i) Checks “*Perkins*” box in top right hand corner of worksheet.
 - ii) Attaches all appropriate documents (job description, resume, transcripts and applicable licenses) to the completed worksheet to create the verification packet.
 - iii) Forwards (no later than the sixth week of the Fall/Winter semesters or the third week of Spring/Summer sessions) verification packet to **Human Resources** for tracking. (Documentation of receipt will be provided if packet is personally delivered.)
 - iv) **Human Resources** verifies that the packet is complete, makes a copy of verification packet and forwards to **Perkins Administrator** for confirmation that Perkins requirements are met (Note: if the packet is not complete, it will not be forwarded to the Perkins Administrator; HR will return the incomplete packet to the Dean/Executive Dean with a cover memo indicating what documentation is missing and requesting re-submission).
 - v) **Perkins Administrator** (or backup*) reviews verification packet to determine if candidate meets Perkins requirements:
 - (1) If candidate meets requirements, **Perkins Administrator**:
 - (a) Checks “*Meets Perkins Requirements*” box on worksheet and signs.
 - (b) Retains the copy of the verification packet for audit purposes.



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- (c) Returns signed worksheet to **Human Resources** within 48 hours of receipt. (**Note:** Failure to meet this deadline will constitute that requirements have been met.)
- (2) If candidate does not meet requirements, **Perkins Administrator:**
 - (a) Checks “Does Not Meet Perkins Requirements” box on worksheet and signs.
 - (b) Returns verification packet (including signed worksheet) to **Human Resources** within 48 hours of receipt. (**Note:** Failure to meet this deadline will constitute that requirements have been met.)
 - (c) Because of the discrepancy between the Dean/Executive Dean and the Perkins Administrator, **Human Resources** forwards verification packet to **Vice President** for final ruling.
 - (d) **Vice President** reviews verification packet, selects either the “Approve Hire” or “Do Not Approve Hire” box on the worksheet, signs, and returns entire verification packet to **Human Resources**.
- b) If part-time faculty hired to teach course(s) **not covered under Perkins Grant:**
 - i) Leaves “Perkins” box on the worksheet unchecked.
 - ii) Attaches all appropriate documents (job description, resume, transcripts and applicable licenses) to the completed worksheet to create the verification packet.
 - iii) Forwards (no later than the sixth week of the Fall/Winter semesters or the third week of Spring/Summer sessions) verification packet to **Human Resources** for tracking and filing. (Documentation of receipt will be provided if packet is personally delivered.)
- 8) **Human Resources** inventories verification packet received from hiring manager to determine that all required materials have been timely received (inventory completed no later than 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.)

*Any backup other than Lou Miller must be approved by the Executive Cabinet (EC).

