

## Standard Operating Procedure for Hiring Part-Time Instructors

Updated 09/10/2024

### Overview:

To ensure we are meeting University and SACS guidelines for instructors we must complete the appropriate paperwork for a new appointment. Depending on the capacity in which an individual will be teaching (instructor of record, part-time support, lab support, or guest lecturer) will determine what procedure must be followed. The Payroll Request Form (PRF) should be completed for anyone who needs a payment processed and sent to: [chspayrollrequests@uky.edu](mailto:chspayrollrequests@uky.edu).

| IMPORTANT DATES AND DEADLINES  |  |
|--------------------------------|--|
| <b>October 1<sup>st</sup></b>  | Notify Staff Support & DD's to begin working on PRF's for the Spring Semester        |
| <b>November 1<sup>st</sup></b> | All PRF's for the Spring Semester are due to the Faculty Administrator               |
| <b>March 1<sup>st</sup></b>    | Notify Staff Support & DD's to begin working on PRF's for the Summer I & II sessions |
| <b>April 1<sup>st</sup></b>    | All PRF's for the Summer I & II sessions are due to the Faculty Administrator        |
| <b>June 1<sup>st</sup></b>     | Notify Staff Support & DD's to begin working on PRF's for the Fall Semester          |
| <b>July 1<sup>st</sup></b>     | All PRF's for the Fall Semester are due to the Faculty Administrator                 |

**\*ALL paperwork must be completed BEFORE the start of a new semester.**

If faculty is to be listed as '**Instructor of Record**' they will need to have a faculty appointment AND approved through the Department Chair.

### Process:

| ADMINISTRATIVE ASSISTANT CHECKLIST |   |  |
|------------------------------------|---|--|
|                                    | <u>Task:</u>  | <u>Completed By:</u>   |
| <b>1</b>                           | Department Administrative Staff and Department Chairs are notified that they need to begin working on the <b>Payroll Request Form</b> for the next semester using the dates provided. (ie. instructor of record, part-time support, lab support, or guest lecturer) | Department Administrative Staff  |
| <b>2</b>                           | Department Administrative Staff complete <b>PRF's</b> and send to the payroll requests email address.<br><br><b>IF</b> a part-time faculty appointment is needed notify the Department Administrative Assistants with employee information.                         | Department Administrative Staff<br><br>CHS OFA; Christa Jennings   |
| <b>3</b>                           | Department Administrative Staff determine which type of appointment is needed for instructor:<br>A. NEW HIRE to CHS, has never worked for the University (#3a)<br>B. NEW HIRE to CHS, UK Employee (Faculty) (#3b)<br>C. NEW HIRE to CHS, UK Employee (Staff) (#3c)  | Department Administrative Staff<br><br><i>*Contact Christa Jennings if you are unsure which type of appointment is needed*</i> |
| <b>3a</b>                          | <b>NEW HIRE, has never worked for the University:</b><br><input type="checkbox"/> Payroll Request Form  |  |

|                  |  |  |
|------------------|--|--|
|                  | <ul style="list-style-type: none"> <li>□ Hiring Paperwork: <ul style="list-style-type: none"> <li>✓ Apply Online</li> <li>✓ I-9 Form (Scovell Hall)</li> <li>✓ Background/Drug Screen</li> <li>✓ W-4 Form</li> <li>✓ KY State Tax Form</li> <li>✓ Direct Deposit Form</li> </ul> </li> <br/> <li>□ <b><u>If Instructor of Record</u></b>, will also need a faculty appointment: <ul style="list-style-type: none"> <li>✓ Current CV</li> <li>✓ Transcript</li> <li>✓ E02 (with teaching assignment noted)</li> <li>✓ Teaching Credentials Form</li> <li>✓ Teaching Justification, if applicable</li> </ul> </li> </ul>   | <p>Department Administrative Staff submit PRF to faculty administrator</p> <p style="text-align: center;"><u>Hiring Paperwork:</u><br/>Faculty &amp; Human Resources Administrator<br/>Christa Jennings</p> <p style="text-align: center;"><u>Faculty Appointment Paperwork:</u><br/>CHS OFA; Christa Jennings<br/><i>*CHS OFA will enter new faculty into Faculty Database then give finished appointment packet to Faculty Administrator for processing*</i></p> |
| <p><b>3b</b></p> | <p><b><u>NEW HIRE, UK Employee (Faculty)</u></b></p> <ul style="list-style-type: none"> <li>□ Faculty Overload Approval Form</li> </ul> <p>*Must already have appointment in FDB*</p>  | <p>Department Administrative Staff submit Faculty Overload Approval Form to Faculty Administrator to submit faculty overload through myUK for appropriate approval &amp; payment</p>   |
| <p><b>3c</b></p> | <p><b><u>NEW HIRE, UK Employee (Staff)</u></b></p> <ul style="list-style-type: none"> <li>□ Payroll Request Form</li> <br/> <li>□ Staff Overload Form<br/><u>Required Signatures:</u> <ul style="list-style-type: none"> <li>✓ UK Employee</li> <li>✓ Employee’s Supervisor</li> <li>✓ Employee’s Dean or Director</li> <li>✓ CHS Supervisor</li> <li>✓ CHS Dean or Director</li> </ul> </li> <br/> <li>□ <b><u>If Instructor of Record</u></b>, will also need a faculty appointment: <ul style="list-style-type: none"> <li>✓ Current CV</li> <li>✓ Transcript</li> <li>✓ E02 (with teaching assignment noted)</li> <li>✓ Teaching Credentials Form</li> </ul> </li> </ul> | <p>Department Administrative Staff submit PRF &amp; completed Staff Overload Form with signatures to Faculty Administrator for processing</p> <p style="text-align: center;"><u>Faculty Appointment Paperwork:</u><br/>CHS OFA; Christa Jennings<br/><i>*CHS OFA will enter new faculty into Faculty Database then give</i></p>  |

|  |   |  |
|--|---|--|
|  | ✓ Teaching Justification, if applicable | <i>finished appointment packets to<br/>Faculty Administrator for<br/>processing*</i> |
|--|---|--|

**Resources:**[Payroll Request Form](#)[Staff Overload Form](#)[Faculty Overload Form](#)