Steps for Hiring TPTF and TFTF Faculty

#	DEPARTMENT ACTIONS	PEOPLEADMIN ACTIONS	EMAIL ACTIONS
1		Each department has a PeopleAdmin posting where people can apply to be a temporary part-time faculty member.	
2	Encourage any and all people interested in working as an adjunct faculty in your department to apply using the quick link.		Contact HR for Quicklink to your department's posting
3a	The TPTF search chair and committee periodically screen all applications to determine which people are candidates and which people do not meet the required qualifications.		
3b		The search chair changes the status of applicants who are "Under Review by Hiring Mgr/Committee" to either: "Candidate" or" Determined did not meet minimum qualifications." This is done using the TAKE ACTION drop-down list.	The department emails Human Resources and Social Equity the names of any applicants who are not qualified to be temporary part-time instructors for that department, along with the reasons they are not qualified (example, lack the required degree). Human Resources will send these applicants email messages saying they will not be considered for temporary part-time positions in that department.
4a	The department determines that they need to interview candidates for a current or future temporary part-time assignment.		
		The search committee reviews status and application materials of all of the people who have applied to be adjuncts in PeopleAdmin using the Applicants tab.	The search chair emails the Dean, Social Equity and Human Resources, asking for permission to interview the selected candidates. (If the search chair is not the department chair,
		If the person has "Hired" as status, the department chair can complete an appointment form (step #18.)	
4b.		If the person has the status of "Recommended for TPTF list" or "Approved for TPTF list," the search chair can change the person's status to recommend for hire and the department chair can start a hiring proposal (step #15a).	

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		If none of the applicants with the above three statuses are available to teach the course, the search committee needs to identify applicants/candidates who may be qualified for the current or future assignment. The search chair changes the status of the identified candidates who could do this assignment to "Selected for Campus Interview."	
5			Social Equity emails the search chair a list of all of the applicants and ask the search chair for job related reasons why individuals who applied were not selected for an interview. Social Equity will copy the Dean, Human Resources and the department chair on this email.
6a.	The search committee compiles their job-related reasons people who applied were not selected for an interview. A reason could be that the protected or underrepresented person is a candidate but is not qualified to teach the specific course for which the department needs an instructor.		
6b.			The search chair emails those reasons to Social Equity, with a copy to the Dean, department chair and Human Resources.
7a.	The Dean, department chair and Human Resources review the application materials of the applicants and candidates.		
7b.			The Dean, department chair and Human Resources send the results of their review of applicants and candidates to Social Equity.
8a	Social Equity reviews the materials of all applicants, the reasons provided and responses of others.		

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8b			In the event that the interview pool is not diverse, Social Equity may recommend the interview of additional candidates
8c		The search chair changes the status of any additional candidates to "selected for interview."	
		If the reasons provided are job-related and the pool when possible is diverse, Social Equity changes the status of those candidates to "approved for campus interview."	Social Equity sends an email to the search chair, Dean, Human Resources and the department chair approving the campus interviews of the selected candidates.
			When the person is approved for campus interview, s/he will receive this email.
8d			"You have been selected for a campus interview and will be contacted by the hiring department to schedule the interview. After the interview, we would appreciate your completing a candidate evaluation form within which you can provide any comments and/or suggestions regarding the interview. This form can be accessed at the following link: http://www.millersville.edu/socialeq/candidate-post-interview-evaluation.php"
9	The department interviews the candidates selected for campus interviews using the approved interview questions. The department reviews the job description with the candidate and asks the candidate to sign her/his application. The department asks the candidate to sign the Essential Functions Identification Form as an interviewee.		

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10	When all of the candidates have been interviewed, the search committee meets to determine the status of those interviewed: (1) recommend for hire, (2) recommend for TPTF list (for hiring in the future but not for the upcoming semester) or (3) determined did not meet minimum qualifications due to unsuccessful interview or teaching demonstration.		
11a.	The department approves the search committee's decisions and votes on whom to recommend for hire and approves committee decisions.		
11b.			The search chair emails the outcomes of the interviews to Social Equity, the Dean, Human Resources and the department chair.
12		Human Resources changes the status of people who had an unsuccessful interview or teaching demonstration to "Determined did not meet Minimum Qualifications."	
13		The search chair changes the status of the candidates interviewed to match the decisions reached and approved.	The search chair can contact Social Equity or Human Resources for instructions on how to add/create notes in a person's application.
		If the person had a successful interview, and could teach a different course(s) than what was anticipated, the search chair adds a note to the person's application indicating what courses s/he would be able to teach. The person's status can be changed to "recommend for TPTF list."	

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14	The search chair gives the department chair the interview notes, the signed application(s) and the signed EFIF(s).		
15a		The department chair starts a hiring proposal for all candidates who are being recommended for hire for the upcoming semester being sure that the application and hiring proposal is complete.	The department chair emails Human Resources asking them to start the Act 34 background clearance and degree confirmation.
		The department chair uploads the signed Essential Functions Identification Form, the candidate's signed application and the interview/teaching demonstration notes.	
		The Department chair ensures that the applicant has provided ALL of the required materials: A cover letter, a CV, copies of transcripts showing all degrees conferred and at least two letters of reference. If the person has not supplied all of these application materials, the department chair needs to tell the applicant what is missing and then the department chair needs to contact Human Resources so that the person's application can be reactivated.	
15b			If the person has not supplied all of the application materials, the department chair emails the applicant about what documents are missing and alerts them to the fact that Human Resources will be reactivating their application so the candidate can upload what is missing.
15c			The department chair asks Human Resources to reactivate the person's application.
15d		Human Resources reactivates the candidate's application in PeopleAdmin.	Human Resources emails the candidate telling him/her that his/her application has been reactivated so s/he can upload the missing documents and instructs the candidate to (1) recertify and resubmit their application after uploading the missing items and then to (2) contact HR so their status can be changed to "recommend for hire."

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15e		The candidate uploads the missing documents, recertifies and resubmits the application.	The candidate notifies HR that the documents are uploaded and the application is complete.
15f		HR changes the candidate's status to "recommend for hire" when the candidate has provided all documents.	HR notifies the department chair, dean and the Provost when all of the application materials are uploaded.
16		The proposal and uploaded documents go from the Department Chair to the Dean, Social Equity, Provost, Human Resources.	
17			Human Resources notifies the Provost and Dean that the Act 34 background clearance and Degree confirmation have been completed and are clear. (If these items are not clear, Human Resources will be in touch with the Provost and Dean with concerns.)
18	The department prepares and circulates the appointment form assigning classes/courses to the TPTF.		
19		Human Resources changes the status of Hiring Proposal to "Hiring Proposal Approved."	
20	Provost prepares and mails contract to the recommended candidate.		
21	Recommended candidate signs and returns contract to the provost's office.		
22	Provost's Office sends Human Resources a copy of signed accepted contract.	Human Resources changes status of Hiring Proposal to "Offer Accepted."	