

# GEORGIA STATE UNIVERSITY

## PART-TIME FACULTY/GRADUATE TEACHING ASSISTANT B/ADJUNCT FACULTY

### HIRING PROCEDURES

#### **Obtaining Approval to Search**

- Academic units are not required to advertise for part-time and/or temporary hires, but are not prohibited from doing so.

#### **Obtaining Approval to Hire**

1. Once a candidate has been selected and the unit is ready to hire, the following will be completed, scanned, and emailed to OFA by the Unit Faculty Hiring Coordinator (UFHC):

##### ***Part Time Instructor (PTI)***

- \* An open MFE transaction for the current appointment
- \* Up to date Curriculum Vita (CV)
- \* A signed and completed PT Faculty Agreement for the current academic semester (if the timing of the hire prohibits the ability to complete the form, the UFHC will make a note in the hire packet and the form will follow as soon as it is completed)
- \* Verification of candidate credentials which adheres to the GSU [faculty credential guidelines](#).
- \* Other supporting documents or justifications (as needed)

##### ***Graduate Teaching Assistant (GTAB)***

- \* An open MFE transaction for the current appointment
- \* Up to date Curriculum Vita (CV)
- \* Verification of candidate credentials which adheres to the GSU [faculty credential guidelines](#).
- \* Other supporting documents or justifications (as needed)

##### ***Adjunct Faculty***

- \* An open MFE transaction for the current appointment
- \* Memorandum or offer letter detailing justification for appointment and anticipated job duties
- \* Up to date Curriculum Vita (CV)
- \* Verification of candidate credentials which adheres to the GSU [faculty credential guidelines](#).
- \* Other supporting documents or justifications (as needed)

2. Originals of the official academic transcripts are routed to OFA and connected with the hiring request.
3. OFA then processes the request and seeks Provost approval for the hire.
4. Once approved, OFA will scan and email a copy of the approved MFE transaction back to the UFHC.

#### **Final Employment Processing**

5. OFA will send a copy of the approved transaction to the UFHC, copying the appropriate Banner records coordinator. A copy of the transaction will also be sent to GSU Payroll and will be connected with the PAF (initiated by the UFHC).

#### **OFA POINTS OF PROCEDURE**

- All documents should be scanned and emailed to OFA with the exceptions of official transcript and foreign credential evaluations. Hard copies risk being delayed due to travel times and lack of accurate tracking mechanisms.
- Documents should only be sent through one channel for each transaction. Do not send hard copies after emailing a scanned version and vice versa (with the degree transcript being the lone exception).
- All questions about this procedure should be directed to the Office of Faculty Affairs. If you aren't sure, please ask!

Questions, comments, and concerns should be directed to:

Reid Tankersley  
Faculty Affairs Manager  
404.413.2571  
[tankersley@gsu.edu](mailto:tankersley@gsu.edu)