

## Standard Operating Procedure for Hiring Part-Time Instructors

Updated 3/12/2025

### 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. For anyone who needs a payment processed the information should be sent to the appropriate administrative assistant for the respective program so it can be disseminated.

IMPORTANT DATES AND DEADLINES	
<b>October 1<sup>st</sup></b>	Notify Track Coordinators, clinical Coordinators, & Associate Deans's to begin working on PT Faculty Assignments for the Spring Semester
<b>November 1<sup>st</sup></b>	All Part Time Instructor information for the Spring Semester due to the Payroll Specialist and HR Director
<b>March 15<sup>th</sup></b>	Notify Track Coordinators, Clinical Coordinators, & Associate Dean's to begin working on PT Faculty Assignments for the Summer session
<b>April 15<sup>th</sup></b>	All Part Time Instructor information for the Summer sessions due to the Payroll Specialist and HR Director
<b>June 1<sup>st</sup></b>	Notify Track Coordinators, clinical coordinators, and Associate Dean's to begin working on PT Faculty Assignments for the Fall Semester
<b>July 1<sup>st</sup></b>	All Part Time Instructor information for the Fall Semester due to the Payroll Specialist and HR Director

**\*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 appropriate Associate Dean.

### Process:

ADMINISTRATIVE CHECKLIST		
	<b>Task:</b>	<b>Completed By:</b>
<b>1</b>	Track Coordinators, Clinical Coordinators, and Associate Deans are notified that they need to begin working on the next semester assignments using the dates provided. (ie. clinical or didactic instructor, part-time support, or lab support)	Payroll Specialist or HR Director
<b>2</b>	Department Administrative Staff complete Part time spreadsheet utilizing the payroll forms.	Department Administrative Staff
<b>3</b>	Payroll Specialist or HR Director to determine which type of appointment is needed for instructor: <ul style="list-style-type: none"> <li>A. NEW HIRE to CON, has never worked for the University (#3a)</li> <li>B. NEW HIRE to CON, UK Employee (Faculty) (#3b)</li> <li>C. NEW HIRE to CON, UK Employee (Staff) (#3c)</li> </ul>	Department Administrative Staff  <i>*Payroll specialist may also have this information available as well*</i>
<b>3a</b>	<b><u>NEW HIRE, has never worked for the University:</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Added to the Part Time Spreadsheet and marked as NEW</li> </ul>	Department Administrative Staff

<p><b>3a</b></p>	<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>   <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>✓ Emergency Contact Form</li> <li>✓ Demographic Form</li> <li>✓ Teaching Justification, if applicable</li> </ul> </li> </ul>	<p style="text-align: center;"><u>Hiring Paperwork:</u> Director of HR &amp; Faculty Resources &amp; University HR</p> <p style="text-align: center;"><u>Faculty Appointment Paperwork:</u> <i>Clinical Coordinator or Appropriate Administrative Assistant will gather documents and send to HR Director 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</li> </ul> <p>*Must already have appointment in FDB*</p>	<p>Payroll Specialist will notify of need to submit Faculty Overload Approval Form to HR Director for submission of 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>□ Part Time Spreadsheet information</li>   <li>□ Staff Overload Form (if greater than 100% FTE) <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>✓ CON Supervisor</li> <li>✓ CON Associate Dean</li> </ul> </li>   <li>□ <b><u>If Instructor of Record</u></b>, will also need a faculty</li> </ul>	<p>Payroll specialist to use part time spreadsheet to complete Staff Overload Form and obtain appropriate signatures. Once approved Payroll specialist will enter payment.</p>

<p>appointment:</p> <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>✓ Emergency Contact Form</li><li>✓ Demographic Form</li><li>✓ Teaching Justification, if applicable</li></ul>	<p><u>Faculty Appointment Paperwork:</u> Clinical Coordinator or Administrative Assistant will gather materials and send to HR Director <i>*HR Director will enter new faculty into Faculty Database, obtain appropriate signatures, and forward information to Provost office for Board of Trustees approval.</i></p>
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**Resources:**

[Staff Overload Form](#)

[Faculty Overload Form](#)