

PART-TIME AND LIMITED TERM FACULTY HIRING PROCESS

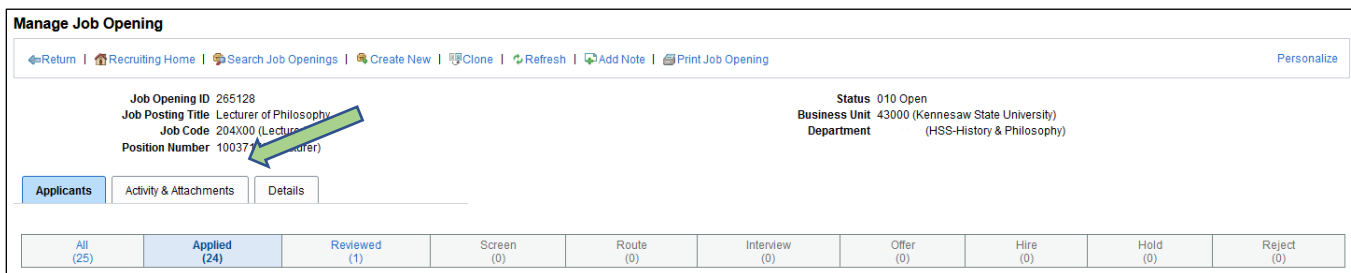
Hiring Manager: Preparing the Job Offer

Once an applicant has been selected for hire, Hiring Managers must navigate to that applicant via the Job Posting.

CENTRAL REPOSITORY

1. Upload applicable documents listed below in the Activities and Attachments tab per the Faculty Search Guidelines for the Central Repository, see link for details.
(<https://www.kennesaw.edu/human-resources/careers/talent-acquisition/staff-hiring-process.php>)
 - a. application materials from all candidates, including letters of application or application forms, curriculum vitae or resumes, academic transcripts, samples of writing or publications, and reference letters (No Action Needed - already in the system)
 - b. job descriptions (No Action Needed - already in the system)
 - c. position announcements, (*college/department advertising*)
 - d. approval documentation to initiate the position search (*PAF for LT Only*)
 - e. candidate lists (*telephone/virtual and campus interview lists*)
 - f. faculty search committee memoranda (*summary only, if applicable*)
 - g. evaluation rubrics and scoring sheets for applicants (*justification for hiring this person*) use *KSU_246842_Recommendations_APPLICANT'S LAST NAME*
 - h. interview questions (including those for telephone and face-to-face interviews) and notes
 - i. telephone reference check questions and notes (*summary only*)
 - j. itineraries of finalists invited to campus
 - k. Search process trainings

NOTE: Offer letter will not be sent out without Central Repository information uploaded.



All	Applied	Reviewed	Screen	Route	Interview	Offer	Hire	Hold	Reject
(25)	(24)	(1)	(0)	(0)	(0)	(0)	(0)	(0)	(0)

FACULTY PART-TIME AND LIMITED TERM JOB OFFER PROCESS

1. **Before** extending the verbal offer, hiring managers must seek approval by the Dean. Once verbal offer approval is granted, the verbal offer is extended by the hiring manager to the applicant outside the electronic system.
2. If verbal offer is accepted, hiring manager will prepare the job offer in the system. (Application must be at the **Interview Disposition**)

Moving applicant to Interview

- a. Select *Other Actions*
- b. Select *Recruiting Actions*
- c. Select Edit Disposition
 - i. Select Reviewed
- d. Start over from “a” above
 - i. Select Interview

Prepare Job Offer

- a. Select *Other Actions*
- b. Select *Recruiting Actions*
- c. Select *Prepare Job Offer*

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | Print Job Opening | Personalize

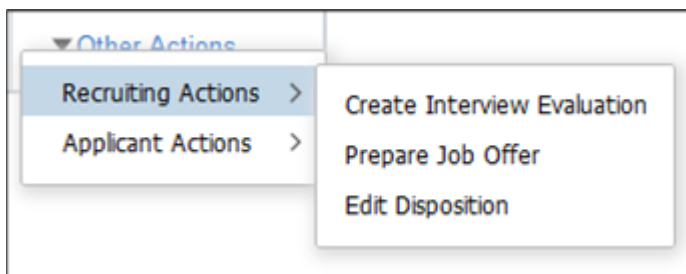
Job Opening ID 249858 Status 010 Open
 Job Posting Title Assistant Professor of Industrial and Systems Eng... Business Unit 43000 (Kennesaw State University)
 Job Code 202X00 (Assistant Professor) Department (EET-Industrial & Systems Eng)
 Position Number (Assistant Professor)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (19)	Applied (19)	Reviewed (0)	Screen (0)	Route (0)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants 19

Select^	Applicant Name	Applicant ID	Type	Disposition^	Reason^	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>			External	Applied									Other Actions
<input type="checkbox"/>			External	Applied									Other Actions
<input type="checkbox"/>			External	Applied									Other Actions
<input type="checkbox"/>			External	Applied									Other Actions
<input type="checkbox"/>			External	Applied									Other Actions
<input type="checkbox"/>			External	Applied									Other Actions



3. Complete the full Job Offer including the following:
 - a. Official start date (Fall = 8/1; Spring = 1/1)
 - b. Offer expiration date (make the same as start date)
 - c. Comments Box – **For limited term**, fill in final rank and correct position number. Also, enter any special information you need to share.
 - d. Complete the Job Offer Components section as listed below

Offer Components	Part-Time	Limited Term
Components	Base Pay	Base Pay
Offer Amount	Department's per credit hour rate for highest degree earned	Actual offer dollar amount
Payment Mode	Cash	Cash
Currency	USD	USD
Frequency	Hourly	Annual

Prepare Job Offer

Posting Title: Part-Time Faculty Positions in History
 Job Opening Status: 010 Open
 Job Title: Part Time Faculty
 Applicant Name: [Redacted]

Job Opening ID: 244588
 Business Unit: Kennesaw State University
 Position Number: 10057655 (Part Time Faculty)
 Applicant ID: [Redacted]

Offer Details

Job Opening: 244588 Part-Time Faculty Positions in History
 Position Number: [Redacted] Part Time Faculty
 Job Code: 200R02 Part Time Faculty
 Hiring Manager: [Redacted]
 Recruiter: [Redacted]
 Status: 006 Pending Approval
 Reason: [Redacted]
 Created By: [Redacted]

Business Unit: 43000
 Offer Date: 11/14/2022
 Start Date: [Redacted]
 *Offer Expiration Date: 11/28/2022
 Applicant Type: External Applicant
 Preferred Contact: Not Specified
 Notify Applicant

Save as Draft
 Submit for Approval
 Post
 Unpost
 Add Revised Offer
 Delete Offer
 Edit Offer

Job Offer Components

Component	Offer Amount	Payment Mode	Currency	Frequency
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Add Offer Component

Offer Letter

Letter: [Redacted] Date Printed: [Redacted]
 Generate Letter Upload Letter Email Applicant

Offer Attachments

No attachments have been added to this offer.
 Add Applicant Attachment Add Organizational Attachment

Comments

[Redacted]
 Added By: [Redacted]
 Last Updated By: [Redacted]
 Add Another Comment

4. Once you have completed your job offer preparation:
 - a. Save as a draft and review the information
 - b. Select Edit Offer
 - c. Select *Submit for Approval*

Please Do Not edit the job offer after it has been submitted. Work with your Faculty Coordinator if changes are needed. The offer will not return to the hiring manager.

Part-time Job Offer Approval Flow

Hiring Manager	Creates job offer after it has been accepted outside the system
FA Coordinator	Reviews – confirms all details are included
Dean	Reviews, makes any notes if needed and approves
Budget Office	Confirms budget and approves
FA Recruiter	Recruiter Team reviews approval flow and approves
FA Coordinator	Continues with current process (background check, welcome letter, coding, etc.)