

## Part-time Visiting Lecturer Hiring Process

The process to appoint a Part-time Visiting Lecturer (PTVL) is straightforward and rests fundamentally on establishing a pool of qualified candidates for the appropriate department or program. Once this pool is established and/or periodically replenished, the appointment of a PTVL is accomplished by completing sides A and B (as applicable) of the Part-time Visiting Lecturer Recommendation form. Accordingly, establishing and/or replenishing the pool for a department or program is one of many pivotal activities within the PTVL selection process.

### Establishing a Pool

At least yearly, or if the pool is exhausted, an approved advertisement for PTVL positions is placed in the appropriate media, such as the *Boston Globe*, *Providence Journal* and/or the *Bay State Banner*. Additionally, the UMass Dartmouth website displays an ongoing advertisement for PTVLs. A pool is created by the department chairperson (or his/her designee) accepting applications from these solicitations, unsolicited applications, as well as from individuals who may be recruited. The pool may be replenished if it is exhausted by the above-mentioned efforts and other recruitment strategies.

As applications accrue, the department chairperson (or his/her designee) and at least one other faculty member from the department or program, reviews qualifications of applicants for PTVL positions. The department chairperson (or his/her designee) and the other faculty member(s) comprise the PTVL Committee. The committee will conduct interviews (in person or via telephone). Those applicants deemed qualified by the PTVL Committee for positions in the department become a part of the pool from which PTVLs will be drawn as the need arises. Members of the PTVL Committee will sign an assurance form indicating that they understood the University's Statement of Equal Employment Opportunity and Affirmative Action and followed the guidelines in conducting the review of the applicants (see attached PTVL Committee Assurance Form).

Provision is made to appoint a PTVL on an emergency waiver one-semester basis to meet unanticipated needs. In this case, the PTVL who is hired must be reviewed by the PTVL Committee subsequent to the appointment as outlined above in order to become a part of the pool and to be appointed for future service.

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This process is subject to annual review by the campus administration in consultation with the Faculty Federation.

4/4/2001

*Approved 4/5/01 by Chancellor Jean F. MacCormack*

## **Part-time Visiting Lecturer Hiring Package**

The attached two-sided form is utilized for processing paperwork for the issuance of a contract for Part-time Visiting Lecturers.

1. For the **reappointment** of an individual as a Part-time Visiting Lecturer (an individual who was previously hired within the department and not hired under a waiver of the search and screen process), side A of the Part-time Visiting Lecturer Recommendation form should be completed and forwarded for appropriate signatures.
2. For the appointment of an individual(s) who is a **new** appointment to the University (or was previously hired under a waiver of the search and screen process), the checklist below provides the step-by-step process which should be utilized to fill a vacancy.
3. If the appointment is an emergency hire, please attach justification of need for waiver of search process.

### **Hiring Process Checklist for Filling a Vacant Part-time Visiting Lecturer Position** (assumes authorization to hire from the appropriate College Dean)

- Forward ad copy (initialed by College Dean) to the Office of Equal Opportunity, Diversity & Outreach (EODO) for review. All ad copy must contain the following elements: 1) a summary statement of the position's duties, 2) the minimum and preferred qualifications for the position, 3) the date of review of applications will begin, 4) what an application package includes, 5) the details of where an application should be sent, and 6) the following statement: UMD is an EEO/AA employer. Please list at the bottom of the page the media in which the advertisement should be placed. The Office of EODO will forward the ad copy to Human Resources after review and approval for placement.
- Appointment of PTVL Committee – there should be a minimum of two members (department chairperson, or his/her designee, and at least one other faculty member from the department or program) on the PTVL Committee; gender and racial diversity are strongly encouraged.
- The department chairperson, or his/her designee, will review the guidelines for conducting a lawful search process with PTVL Committee members prior to any review and/or interview of PTVL candidates. After the PTVL Committee completes the selection process of a PTVL for appointment, committee members must sign the PTVL Committee Assurance Form.
- Acknowledge applications –Human Resources or the department chairperson or his/her designee (the recipient of the application), as applicable, should immediately forward a letter of acknowledgement with an Ethnic ID form to applicants as applications are received. Ethnic ID forms are available in the Office of EODO.
- Complete Part-time Visiting Lecturer Recommendation form along with the appropriate documentation.
- The department chairperson or his/her designee will send letters to unsuccessful candidates when a position is filled and inform them if they will remain part of the pool for future consideration.

## PTVL Committee Assurance Form

The following guidelines are to be followed during the selection process for Part-time Visiting Lecturers:

- The members of the PTVL Committee were provided their charge by the department chairperson or his/her designee.
- The members of the PTVL Committee were oriented as to how to conduct a lawful employment interview according to the established guidelines provided below.
- The members of the PTVL Committee were informed of the University's Statement of Equal Employment Opportunity and Affirmative Action which is as follows:

University of Massachusetts Dartmouth wholeheartedly supports and encourages the development of action programs designed to promote the employment and advancement of women, Blacks, Latino, Asians, Native Americans, persons with disabilities, and Vietnam-era Veterans as a means of assuring compliance with the provisions of campus Affirmative Action plans.

The University firmly supports the concept of equal opportunity without regard to an individual's race, color, age, religion, gender, sexual orientation, national origin, disability, or veteran status as it applies to his/her employment, admission to and participation in the University's programs and activities, provision of services, and selection of vendors who provide services or products to the University.

- The members of the PTVL Committee were informed of the confidentiality of the entire selection process, especially the information on all candidates who have applied for the position.
- The members of the PTVL Committee reviewed all letters of intent, resumes, and other required submissions of all candidates to determine which candidates met the minimum qualifications for the position as set forth in the approved job advertisement.
- The members of the PTVL Committee selected candidates worthy of an interview based on the position advertisement, the minimum and preferred qualifications, and the charge by the department chairperson or his/her designee.
- The members of the PTVL Committee developed job-related questions and determined which questions to ask all candidates.
- The members of the PTVL Committee asked interviewed applicants all the agreed upon questions and each applicant was afforded approximately the same amount of time for the interview.
- Job related strengths and weaknesses were developed by a majority of the members of the PTVL Committee for those who were interviewed based on the job advertisement, the minimum and preferred qualifications, and the charge to the PTVL Committee. Members of the PTVL Committee understand that these strengths and weaknesses are to be forwarded to the appointing authority or his/her designee.
- References were contacted when a candidate became a semi-finalist or finalist for the PTVL position.
- To the best of my knowledge there were no occurrences that may have violated the intent or spirit of these guidelines concerning equal employment opportunity and affirmative action.

**over**

We, the members of the PTVL Committee, agree that all of the above guidelines were followed during the selection process for this position:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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Date



Selection Process

**Part-time Visiting Lecturers (PTVLs)**

1. Is this a reappointment (not previously hired as an emergency appointment)?  Yes  No  
(If yes, complete reverse side only)

2. Name of Chairperson of PTVL Committee: \_\_\_\_\_

3. Has this position been advertised?  Yes  No

4. Is this position an emergency appointment?  Yes  No  
(If yes, attach justification of need for waiver of search process.)

5. List recruitment strategies utilized to fill this position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Total number of applications received for position: \_\_\_\_\_

7. Candidates interviewed for the position(s):

<b>Name</b>	<b>Male</b>	<b>Female</b>	<b>Ethnicity*</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Attach strengths and weaknesses for all candidates interviewed.  
Attach PTVL Committee Assurance Form signed by all members of PTVL Committee.  
Attach curriculum vitae of recommended candidate.

Please complete the reverse side of this form for candidate recommended for hire.

\* The Equal Opportunity Office will complete this column based upon the Ethnic ID forms received.