Part Time Lecturer Hiring Package Form

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

1. For the **reappointment** of an individual as a Part Time 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 Lecturer Recommendation form should be completed and forwarded for appropriate signature.

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, complete sides A of the Part-Time Lecturer Recommendation form and attach justification of need for waiver of search process, candidate’s curriculum vitae, and signed Equal Employment Opportunity/Affirmative Action Assurance Form.

Hiring Process Checklist for Filling a Vacant Part Time Lecturer Position
(Assumes authorization to hire from the appropriate College Dean)

Forward ad copy (initiated by college dean) to Human Resources 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: UMass Dartmouth is an Affirmative Action, Equal Opportunity, Title IX Employer.

- Please list at the bottom of the page the media in which the advertisement should be placed. Human Resources will review and place the ad.

- Appointment of PTL Committee – the committee may consist of just the department chairperson, or his/her designee, gender and racial diversity are strongly encouraged to reflect the diversity of the campus.

- The HR and EEO will review the guidelines for conducting a lawful search process with PTL Committee members prior to any review and/or interview of PTL candidates. After the PTL Committee completes the selection process of a PTL for appointment, committee members must sign the PTL Committee Equal Employment Opportunity/Affirmative Action Assurance Form.

- Acknowledge applications –The department chairperson or his/her designee (the recipient of the application), as applicable, should immediately forward a letter of acknowledgment with an Ethnic and Sex Identification and Referral Form to applicants as applications are received. These forms are available on the Human Resources web site www.umassd.edu/hr.

- Complete Part Time 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.
The following guidelines are to be followed during the selection process for Part-Time Lecturers:

- The members of the PTL Committee were provided their charge by the department chairperson or his/her designee.
- The members of the PTL Committee were oriented as to how to conduct a lawful employment interview according to the established guidelines provided below.
- The members of the PTL 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 PTL 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 PTL 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 PTL 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 PTL Committee developed job-related questions and determined which questions to ask all candidates.
- The members of the PTL 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 the members of the PTL Committee for those who were interviewed based on the job advertisement, the minimum and preferred qualifications, and the charge to the PTL Committee. Members of the PTL Committee understand that these strengths and weaknesses are to be forwarded to the appointing authority.
- References were contacted when a candidate became a semi-finalist or finalist for the PTL 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.

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

______________________________  Date

Signature

______________________________  Date

Signature

______________________________  Date

Signature

______________________________  Date

Signature

______________________________  Date

Signature
UNIVERSITY OF MASSACHUSETTS DARTMOUTH
PART TIME LECTURER RECOMMENDATION FORM (Part A)
ACADEMIC YEAR ____________________

1. Name: ____________________________________________________________

2. Address: __________________________________________________________

3. Telephone number: ________________________________________________

4. Social Security Number: ____________________________________________

5. Is this person a new Part Time Lecturer (PTL) at UMD? Yes ☐ No ☐
(If yes, complete reverse side of this form)

6. Is this an emergency Hire Yes ☐ No ☐

7. Is this person a member of the Educational Services Unit (ESU)? Yes ☐ No ☐
   If yes, list of other courses teaching including PCE: ______________________
   Additionally, a Statement of Non-Conflict Form must be completed for ESU members.

8. Is this person a member of the Faculty Federation Yes ☐ No ☐

9. Most recent semester taught at UMD: _________________________________
   Most recent compensation rate as a PTL: ______________________________

10. Courses to be taught at UMD during the academic year:

          Fall Semester          Spring Semester

<table>
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<th>Course#</th>
<th>Section#</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Units</th>
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<th>Section#</th>
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11. Proposed compensation rate:$ ______ per Unit x ______ (total units) for a Total: ______

12. Recommended by: ______________________________________________________

13. Department: ________________________________________________________

14. Budget Source(s)

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<th>Combo Code</th>
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NOTE: If the PTL being hired is paid from an extramural grant, please list the name of the Principal Investigator and have PI initial next to the amount column.

15. Benefits: ☐ Yes ☐ No

16. Approvals: ________________________________________________________ Date: ____________________

   College Dean
Part Time Lecturers (PTLs)
Selection Process (Part B)

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 PTL Committee:   ________________________________

3. Has this position been advertised?  □ Yes  □ No

4. List recruitment strategies utilized to fill this position:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. Total number of applications received for position:  ________________________________

6. Candidates interviewed for the position(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Male</th>
<th>Female</th>
<th>Ethnicity*</th>
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   ◆ Attach strengths and weaknesses assessments for all candidates interviewed.
   ◆ Attach interview questions used.
   ◆ Attach PTL Committee Equal Employment Opportunity/Affirmative Action Assurance Form signed by all members of the PTL Committee.
   ◆ Attach curriculum vitae of interviewed candidates.