APPENDIX-B
Hiring Part-time Faculty at Gordon State College

Step	Responsible Parties	Notes:
Review applications and select candidate	1. Department Head	Select candidate based on job description criteria; (+ same as full time: references, current USG employment & required review items)
Plan and execute visit	1. Department Head 2. Human Resources	Each visit must include: • Visit to Human Resources ❑ Candidates will receive New Hire information **after** an offer is made and accepted
Recommend appointment/hire	1. Department Head	Must complete "Recommendation for Appointment for Part-time Faculty" form. Attach all Provost required documents: ❑ Letter of Application (optional) ❑ Vita/Resume ❑ Transcripts (unofficial are acceptable) ❑ Faculty Personnel Record ❑ Verification of Retirement Status ❑ Faculty Qualifications Form Department Head and Provost sign.
Make conditional verbal offer, complete and sign the "accept" or "decline" section on the "Recommendation for Interview/Appointment of Part-Time Faculty" form, and return to Academic Affairs	1. Department Head/Dean 2. Provost 3. Academic Affairs Coordinator	Communicate clearly the specifics of the offer on the Appointment" for Part-time Faculty form.
Prepare and send conditional letter of offer	1. Academic Affairs Coordinator 2. Provost	

Send copies of "Recommendation for Appointment for Part-time Faculty", required documents, and "letter of offer" to Human Resources. **Any supporting documentation which assisted in identifying the most qualified candidate should be submitted to Human Resources (e.g. documentation of reference checks.)**	1. Academic Affairs Coordinator 2. Human Resources