

## INFORMATION FOR PART-TIME FACULTY

### I. CONFIDENTIAL EMPLOYEE DATA RECORD AND BACKGROUND AUTHORIZATION FORM

At the Interview, you will be asked to fill out the Confidential Employee Data Record and Background Check Release forms. The forms are available at the websites at:

[http://campus.udayton.edu/~jobopps/PA\\_Docs/New\\_Hire\\_Forms\\_PAGE.htm](http://campus.udayton.edu/~jobopps/PA_Docs/New_Hire_Forms_PAGE.htm)

and [http://campus.udayton.edu/~jobopps/PA\\_Docs/Staffing\\_Guidelines\\_PAGE.htm](http://campus.udayton.edu/~jobopps/PA_Docs/Staffing_Guidelines_PAGE.htm) (under Staff Employment Process Guidebook, Background Check Release)

The background check form will be shredded if you are not hired. Until background check is complete, the University won't continue with the hiring procedure. On an average, the background check takes 3-4 days to complete

### II. OFFICIAL LETTER HIRING PART-TIME FACULTY

When an offer is made, an official letter will be sent which you and the department chair must sign. You will get a copy of this letter.

### III. HIRING PAPERWORK

#### A. PAF

The Department fills out a "Personnel Action Form" (PAF). PAFs will be generated every semester that you teach.

#### Pay dates during each semester

**Fall** 9/10 & 25, 10/10 & 25, 11/10 & 25, 12/10 & 25 (8 pays)

**Spring** 1/25, 2/10 & 25, 3/10 & 25, 4/10 & 25, 5/10 (8 pays)

**Third term** 6/10 & 25, 7/10 & 25, 8/10 (5 pays)

**1<sup>st</sup> half:** 6/10, 6/25 and 7/10 (3 pays)

**2<sup>nd</sup> half:** 7/25, 8/10 and 8/25 (3 pays)

- B. **EMPLOYEE FORMS FOR HUMAN RESOURCES** - Several weeks before the beginning of the semester, you need to complete paperwork (i.e. tax forms, I9 form, etc.) at Human Resources (St. Mary's Hall, Room 118). Forms can be obtained online at: [www.udayton.edu/~hr](http://www.udayton.edu/~hr). Select forms/**hiring forms/New Hire forms**. Many individuals find it convenient to obtain the forms from the web page, complete them at their convenience and then bring the form in, along with the supporting identification documents. Forms are also available at the HR office. Completed forms must be turned **in person** at the Human Resources Office. Be sure to bring appropriate documentation (i.e. driver's license & original social security card OR current passport) to Human Resources. **Must have this paperwork complete and be entered in UD database before continuing.** You only need to do these forms the first semester that you teach at UD.

### IV. ACCESS TO CAMPUS RESOURCES

- A. **PICTURE ID/ACCESS CARD** – Go to Campus Card Services; 102 Power House to obtain your UD Picture ID Card. You can go there directly after you finish at Human Resources. Your UD card (also known as your "Flyer Express" card) may be used in any venue on campus: dining areas, campus bookstore and computer store. You can add money to your account and check your balance at [http://flyercard.udayton.edu/Flyer\\_Express.htm](http://flyercard.udayton.edu/Flyer_Express.htm)

- B. **NETWORK ACCESS/PASSWORD/LOTUS NOTES (email)** – Once you have obtained your new ID Card, you can receive your password the next business day by visiting the Help Desk in 053 Miriam Hall. Lotus notes email accounts are created automatically for all new employees entered into the UD database, as are “LDAP” accounts which allow you to log onto UD’s computer network. To pick up your username and password, go to Miriam Hall, Room 053 with your UD picture ID **OR** email: [pchelp@udayton.edu](mailto:pchelp@udayton.edu) with your birth date and the last 4 digits of your social security number.
  - C. **NOVELL NETWORK DRIVES and DATABASES** – You will be added to any shared novell network drives and/or databases that you need to access. You will also have your own personal “drive” which you can use anywhere on campus (or even log into from off campus).
  - D. **PARKING PERMIT** – Parking permit applications will be mailed to you with your adjunct information packet before you begin teaching. Complete the form and either fax it to the attention of Peggy Wilson at 937-229-4769 **or** mail it back in the self-addressed envelope that will be provided in your packet.
  - E. **KEYS/ACCESS** – Peggy Wilson takes care of Keller Hall and room access. Please see her for assistance.
  - F. **TEACHING SUPPORT** – You should receive a copier code and information on where you will receive your mail and where you can get office supplies. A copy of the course textbook, sample syllabus and contact information for a departmental mentor should also be provided. You may also receive a “start-up folder” with information about building maintenance procedure and a guide to the computer technology in the classroom you will be in.
- V. **PROVOST’S OFFICE STATEMENT ON PART-TIME FACULTY** –  
[http://facadminaffairs.udayton.edu/docs/Part-time faculty statement.pdf](http://facadminaffairs.udayton.edu/docs/Part-time%20faculty%20statement.pdf) “Part-time faculty: A Statement of Practice.”
- VI. **LOGISTICS**
- A. **CHECKS-**  
 Pay is bi-monthly (on the 10<sup>th</sup> and 25<sup>th</sup>), normally over 8 pay periods. Pay is normally by direct deposit and pay receipts are mailed to you. To access HR payroll forms, go to <http://campus.udayton.edu/~hr/hrwebsite/Forms/Forms.htm#payroll> The direct deposit form does NOT need to be filled out each semester for those who teach on an ongoing basis.
  - B. **FACULTY EVALUATION** – Student evaluations will be conducted at the end of each semester. Copies of these evaluations will be given to you sometime after your grades are filed. Your department may conduct other forms of faculty evaluation as well.
- VII. **OTHER INFORMATION:**
- ORIENTATION** – There is a part-time faculty orientation and open house normally scheduled the week before the semester begins. There is also part-time faculty workshops offered each semester – you will receive notification and are encouraged to attend.
- STUDENT HONOR CODE AND FACULTY RESPONSIBILITIES** – As faculty, you have responsibilities concerning the student honor code. Violations must be reported to the Dean of Academic Affairs office. Information on the Student Honor code and faculty responsibilities can be found at [http://community.udayton.edu/law/student life/honor code.php](http://community.udayton.edu/law/student%20life/honor%20code.php)

**FACULTY DEVELOPMENT AND TRAINING** – There are many opportunities to attend faculty development and training sessions. Part-time faculty are welcome and encouraged to attend. For more information and a schedule <http://community.udayton.edu/provost/aali/ltc/faculty.php>

**LIBRARY AND COMPUTER PRIVILEGES** – You have faculty library borrowing privileges while you teach at UD. In addition, your LDAP ID will allow you to log onto campus servers for computer access (including wireless). Part-time faculty members may download software to use on their home computers. Specific license information and access is available at: <http://software.udayton.edu> Certain software is also available for purchase at reduced rates on CD at the campus computer store.

**PORCHES** – You may log into the campus network from home (or elsewhere) by accessing the new UD porches website (use your LDAP). This portal site allows you to access your campus email and isidore site, read facstaff announcements and search UD websites. You can also find contact information for other UD people (employees and students) and information about your classes, HR and payroll information. <https://porches.udayton.edu/cp/home/displaylogin>

**TAX-SHELTERED RETIREMENT PLANS** – Part-time faculty are eligible to set up a tax sheltered 403b retirement plan through their part-time employment at UD, although UD does not contribute to the plan. The forms are available through the Human Resources Office.  
<http://campus.udayton.edu/~hr/hrwebsite/index.htm>

#### **COMMUNICATIONS AND REPRESENTATION**

- You must provide contact information (email and/or phone) to your students.
- You are listed as faculty, with contact information, on the university directory at <http://address.udayton.edu> On this site, by logging in (LDAP), you may also locate contact information for students and other faculty. The link “Courses I Teach” contains class roster(s), student information and student pictures. This will also be available on the new porches website.
- You will receive campus announcement digests on the facstaff email. You can log into Porches to read these.
- Academic divisions are all represented on the Academic Senate, and there is also a part-time faculty member elected to specifically represent this category of faculty.  
<http://academic.udayton.edu/Senate/> To identify your current representative, go to [http://academic.udayton.edu/Senate/Academic%20Senate%20Members/current\\_members.html](http://academic.udayton.edu/Senate/Academic%20Senate%20Members/current_members.html)
- The “UD Adjunct Faculty” porches group is specifically for part-time faculty use for discussion and sharing of information.

#### **DISCOUNTS:**

- You are eligible for employee discounts at the bookstore, computer store, many university ticketed events, and are eligible for UD employee discounts in the greater Dayton area.
- You are able to purchase membership to the RecPlex at discounted rates at: <http://campus.udayton.edu/~recsport/> and to enroll in Wellness classes at the faculty/staff rates. <http://campus.udayton.edu/~facwell/activity.htm>
- You are eligible to join Dayair Credit Union. <https://www.dayair.org/home.htm>
- You are welcome to attend university events such as the Faculty/staff picnic in the Fall, Christmas on Campus, and lecture series.