

March 4, 2009

Subject: Procedure for Part-Time Hire of Non-CSU Faculty

1. All initial part-time hires require the approval of the Dean's Office. Please supply the individual's *curriculum vitae*, two letters of reference and proposed course(s) before initiating a contract.
2. Chairpersons have the prerogative to make an initial hire without Departmental approval if time is of the essence (this does not negate point 1 above). If time allows, Departmental approval for the hire should be obtained.
3. Renewals of the hire require Departmental approval if not obtained at the initial hire.
4. The Dean's Office reserves the right not to sign any first hire part-time contract submitted without prior Dean's Office approval of the individual (or Departmental approval if a renewal). If the contract is submitted after the beginning of classes without prior approval by the Dean, and it is subsequently not signed by the Dean, the Chairperson will have to make alternative staffing arrangements.
5. In most circumstances, part-time faculty should possess the terminal degree relevant to the Department's discipline.
6. The rate of pay per semester hour is based on the Department's usual and customary rate.