SUPPLEMENTAL ACADEMIC APPOINTMENTS

These instructions apply to Supplemental Academic Appointment Waivers ONLY!

POSTING DETAILS

POSITION INFORMATION

Number of Open Positions:
This will always be 1. Each supplemental requisition provides the information needed to approve temporary academic rank for a single individual.

Other Title Information:
For FN Supplemental Pay Waivers
Type the following, in this order:
Last Name, First Name, ZM, Academic College (ex. C&BA), Current Calendar Year–FN
(ex. Smith, John, ZM, C&BA, 2012-FN)
For one-term/year Supplemental Pay Waivers
Type the following, in this order:
Last Name, First Name, ZM, discipline, Supplemental term approved
(ex. Smith, John, ZM, Accounting, Fall 2012)

PA FORMS MUST INCLUDE COURSE DESCRIPTION INFORMATION IN THE COMMENTS SECTION

Academic Rank/Position Title:
Choose one title from the drop down list. This title must match the position title field below.

Position Title:
This field is for academic rank only. Please type in one of the following titles:
Lecturer (not the instructor of record) - Requires a Bachelor’s Degree in the teaching discipline
Instructor – Requires a Master’s degree in the teaching discipline (see SACS rule)
Assistant Professor, Associate Professor, and Professor - the individual is required to have a PhD or a terminal degree in the teaching discipline.

Position Number:
Please include the 6 digit supplemental position number (ZMxxxx).

New or Replacement:
Select one from the drop down list.
Select “New” if new to the University or new to the employee classification.

If Replacement, Name of Incumbent:
Please type the first and last name of the individual you are replacing.

Is this a Waiver?
Select YES

Type of Waiver:
Select TEMPORARY ACADEMIC APPOINTMENT

Justification for Waiver:
Explain why you are not doing a regular search.

Employee Class:
Select ZM – Supplemental Pay
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Proposed Salary:
  For FN Supplemental Pay Waivers
    Type the following: See Hiring Proposal
  For one-term/year Supplemental Pay Waivers
    The salary must match exactly what has been approved on the supplemental pay form.

Composite FTE:
  As a general rule, a 3 hour course is .20 fte. All calculations should be based on this rule and should tie back to the information included on the supplemental pay form.

FOAPAL 1 & 2:
  Please include the appropriate FOAP in the following format... Fund-Org-Acct-Program

Department Required Background Checks:
  Check the box(es) as appropriate. THIS IS A REQUIRED FIELD for ALL requisitions.

FOAPAL for Background Checks:
  Include the appropriate FOAPAL to charge for the background check expenditure.

DEPARTMENT INFORMATION

Responsible Hiring Manager:
  Select a Hiring Manager from the drop down box.

Hiring Manager Phone:
  Include the phone number of the hiring manager. The hiring manager and this phone number allow OAA to contact this person if there are questions about the requisition.

Hiring Manager Email:
  Include the email address of the hiring manager.

College/School/Division:
  Select the appropriate information from the drop down list.

POSTING TEXT

Waivers are not posted for the general public to see. They are posted internally... no ad text should be included.

Position Summary:
  For FN supplemental pay waivers, Type “see Hiring Proposal for course detail”
  For one-term/year supplemental pay waivers, include the course being taught and a description of the course (if it is not obvious) as well as the SSCH.
  Example... IHP210, 3 hours – this is an honors English course. The description of the course is necessary because it is unclear from the course number what discipline is being taught.

Ad Text:
  Leave this blank

Additional Position Information:
  Leave this blank

UA EEO Statement:
  The UA EEO statement is hard coded in the system:
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Search Initiation Date:
Type in the date the requisition is started

Application Deadline:
Type in a date that is before the expected start date
DO NOT select open until filled

Expected Starting Date of Appointment:
Type the start date – as a general rule it will be the beginning of an academic term.
Fall: 8/16  Spring: 1/1
Summer/Interim: dates are determined each year - contact your budget director

Special Instructions to Applicants:
Leave this blank. Waivers are not posted to our website. Therefore the applicants won’t see instructions.

Means of Advertising:
Waivers are not advertised.
Please type WAIVER and/or personal contacts in this box.

List any special recruitment activities:
Indicate these activities, if any, if none please type WAIVER and/or personal contacts in this box.

List any special efforts to identify minority and female candidates:
Please indicate any special efforts to identify a minority or female candidate. If none, please type WAIVER and/or personal contacts in this box.

Quick Link:
The applicant can apply directly to the waiver using this link.

Search Committee
Do NOT use this section for waiver requisitions

Documents

REQUIRED DOCUMENT:
1. If this is supplemental pay, please attach the OAA approved supplemental pay form to the “Approved Supplemental Pay Form” line before sending the requisition to OAA for approval.
   For FN supplemental pay waivers, the initial approved supplemental pay form will be attached to the requisition and the hiring proposals. For subsequent hiring, the approved supplemental form for the period being paid will be attached to the respective hiring proposal.
2. No other documents are required.

Supplemental Questions
Do NOT use this section for waiver requisitions

Guest User

Do NOT use this section for waiver requisitions

Comments
Describe any pertinent information that was not included in the posting text above

Applicant Documents Tab
The resume/Curriculum Vitae is required by all applicants and may not be changed or removed. Select any other documents you wish to be attached.

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The SACS 18 hour rule

To hold the title of Instructor, the Faculty member must have completed at least 18 graduate semester hours in the teaching discipline or hold a minimum of a Master’s degree with a major in the teaching discipline.

Example... If you are hiring an Instructor in Biology, the person should have a Master’s degree in Biology or the person can have a Master’s degree in some other discipline as long as they have 18 graduate semester hours in Biology. If the resume shows a Bachelor’s degree in Biology but a Master’s in Physics... you will have to attach a document that verifies that the individual meets the 18 hour rule or if they do not meet the 18 hour rule, attach a document that explains their outstanding professional experience in Biology. If you can do neither, and this person is not going to be the instructor of record, you will have to hire the person as a Lecturer (which requires a bachelor’s degree in the teaching discipline).

In order to use the titles of Assistant, Associate or Full Professor, the minimum requirement is a PhD or terminal degree in the teaching discipline.
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Instructions to copy applicants from one requisition to a waiver
(if there is a posted requisition with the active appropriate applicant)

The requisitions must be approved by OAA before starting this process. One of the requisitions must be posted and must have active applicants in the system. Click on the posting tab in the hiring system.

Open your saved search for Active Waivers or perform a manual search for the waiver.

Check the box next to the waiver that you would like to copy an application to. Go to the Actions button at the top right of waiver list and select Connect Postings.

You will be taken to the posted requisitions screen or you can search for your posted requisitions. Select the Pool/requisition from where you will copy the applicant. Scroll to the bottom of the screen and select the Connect button.
As shown below, you will see a message at the top of your screen which indicates that the postings are connected.

Go back to your pool position and select the **Actions** button next to the pool position. Select **View Applicants**.

Your list of applicants will appear on the screen. Select the box next to the name of the individual you want to copy to the waiver requisition.

Go to the **Actions button at the top right** of the search page. Select **Move to Posting**.

The following screen will appear. It will reflect the waiver requisition(s) that this pool is linked to.

Select the posting and change the workflow state to **Interview complete**. (This applies to Waivers only – all other requisitions types should start with the workflow at Forward to Dept/Search Committee)

For waivers where the faculty member applies directly via the quick link, the applicant status will have to be changed to “recommend for Interview to the Dean”.

Select **Move** at the bottom of the page.
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You will see a message at the top of your screen which indicates that the applicant was copied.

When you return to your waiver, you will see that there is an active applicant posted. (It may take up to 5 minutes for the applicant to be reflected in the system. Please be patient)

Click on Actions next to that waiver and select **View Applicants**.

The following screen will appear. Notice that the applicant is in the workflow state you selected.