Using Ready Pools to Hire Part-Time Contract Faculty

Ready pools allow for rapid hiring in situations where there is an immediate need for part-time faculty. If you anticipate the need to make multiple hires or last-minute hires for part-time faculty positions, we recommend that you create a ready pool.

- The minimum time to post for ready pools is five calendar days, at which time you may begin screening the pool.
- To allow for additional outreach, the maximum posting duration is 120 days.
- Ready pools are available for up to one calendar year from the original posting date.

Individuals who worked in an F2, F4, F5, or TF position within the last 24 months can teach on a part-time or semester basis without going through the hiring process.

If a department needs to hire individuals who have not worked at the University previously or have not worked as an F2, F4, F5, or TF in the last 24 months, these individuals must be hired through a ready pool posting in HR-TMS.

Departments may create a generic ready pool that covers multiple hiring needs. For example, if the Department of Journalism anticipates the need to hire individuals to teach a variety of journalism courses such as graphics, media, newswriting, advertising, public relations and photojournalism, the job posting would include all those areas of specialty and request that applicants identify their areas of expertise. The minimum qualifications would be generic in nature as well and include the various acceptable degrees. This approach enables the department to use one pool to source and fill a wide variety of part-time contract faculty positions.

- The processes apply to the following types of positions:
    - F2, Contract Faculty Part-Time Academic Year (Benefit Eligible, but no Retirement)
    - F4, Contract Faculty Part-Time Semester (No Benefits)
    - F5, Contract Faculty Full-Time Semester (May be eligible for health care)
    - TF, Temporary Faculty Less than a Semester during Academic Year (No Benefits)

- The processes do not apply to individuals who have worked in an F2, F4, F5, or TF position within the past 24 months. Departments will continue to submit EPAF's to renew these appointments.

- If an individual has separated from the University (resigned or **retired**) and wants to return as an F2, F4, F5, or TF, the individual must be rehired through the process listed below.

General Concepts:

- Separate ready pools must be created for F2, F4, F5, and TF opportunities.
- Ready Pools must be posted for a minimum of five (5) calendar days, but departments may elect a longer posting period up to a maximum of 120 calendar days.
- Ready pools may not be posted as "open until filled."
- Ready pools may be used for up to one (1) calendar year from the original posting date.

Establishing a Ready Pool:

- The Position Modification that is normally required to gain approvals to post in Position Management is not required.
- Departments will use Position Management to establish a job description if one is not in the system. The job description will be sent to HR for review and approvals.
- Once a job description is in the system, the department will log into HR-TMS and create a posting. HR will review and approve the posting.
- PT Contract faculty (F2) position numbers, however, are not "pooled". Therefore if a new position has to be added to HR-TMS, the department will create a new position first then send directly to HR. HR will approve so that a posting can be created. Postings can't be created if there is not already an existing position in HR-TMS.
- Departments are not required to request transcripts at the initial application phase – they may elect to make them optional at the time of interview, or at the time of hire. Whichever option you choose, each advertisement must always state that original official transcripts are required at time of hire.
- The posting should state that the pool will be used for up to a specific maximum date to hire individuals so that candidates are aware of your business practice.
- If the department elects to no longer use the pool for future hires prior to the maximum date, candidates should be dispositioned appropriately and will receive an email notification that the pool is no longer being used once UHRS marked the pool as "filled."

Screening Candidates:

- Departments may begin the screening process prior to the closing date of the pool.
- The Request for Interview process is not required.
- Departments do not need to disposition all the other candidates before hiring a candidate. Candidates must be dispositioned prior to UHRS marking the pool as filled (no longer being used to hire).
- Departments are responsible reviewing and vetting candidates and ensuring that the minimum qualifications meet HLC standards.

Hiring Candidates:

- Departments may hire applicants prior to the closing date of the pool.
- F2 applicants will be marked ad "Specialty Recommend for Hire" and the department will use the Hiring Proposal in HR-TMS instead of an EPAF.
- F4, F5, and TF applicants will also be marked as "Specialty Recommend for Hire" in TMS, but the department will hire them via an EPAF. This is because these positions are pooled numbers (multiple applicants) and you cannot process multiple hiring proposals for pooled positions at one time.
- Once an individual is marked as Specialty Recommend for Hire, HR will initiate a background check and obtain personal data from the candidate to create their Banner ID.
- For F4, F5, and TF applicants, HR will email the department the Banner ID information, at which point the department can initiate the EPAF.
- Departments hiring any candidate for an F2, F4, or F5 position on the basis of the unit's tested experience policy must send notification/documentation to the Provost's Office.

Managing Ready Pools:

- If a department has an existing ready pool that has not reached one year from the opening date of the posting and candidates or additional candidates cannot be identified for hire, a new ready pool posting can be created once the current ready pool applicants have been dispositioned appropriately and the posting indicated as "Failed" or "Filled".
- An exception would be if the department has not identified any candidates from a ready pool for a specific instructional need but wants to be able to consider those candidates for the year that they are valid, another pool can be created to address sourcing a pool for a different instructional need.

If you have any questions and/or suggestions regarding recruitment processes and procedures, please do not hesitate to contact your HR Partner. We appreciate receiving your feedback as we strive to develop best practices.

8/2017; 3/2018; 2/2019; 11/2022