



Part-Time Faculty Recruitment Process

1. Initiation of request for recruitment by the Academic Unit

The associate dean duly completes and submits the workflow “Request for Recruitment of Part-Time Faculty” to the head of academic unit for validation. Thereafter, the request consisting of the personal information of the candidate as well as the proposed courses and the motive is sent to the Teaching Personnel Office. All the documents relevant to the candidate should be sent separately to the Teaching Personnel Office in case the CV was not previously proposed by this office.

Note: *The candidate should be informed by the head of academic unit that he/she will be assessed by the Ad Hoc Commission for Selection of Teaching Candidates, and the assessment process includes a teaching demonstration. Therefore the considered candidate should be eligible and well prepared. The Ad Hoc Commission for Selection of Teaching Candidates expects a 15 mins teaching demonstration for a topic chosen by the candidate. This topic must be relevant to the discipline/courses assigned to him/her. Each candidate is expected to deliver his best because if the teaching demonstration is not the “Best Lecture” prepared and given, how well the candidate will be preparing for the daily lectures/sessions of a course?*

2. Recommendation by the Teaching Personnel Office

The TPO Officer elaborates the first assessment of each of the requests and meets with the candidate so as he/she submits all the required documents and completes his/her file before sending it for assessment by the Peers Committee and the relative Ad Hoc Commission for Selection of Teaching Candidates.

Candidate’s data and office recommendation are entered to the TPO system and the “Part-Time Faculty Member Assessment Report” is generated based on the “Part-time Faculty Member Assessment Grid”. Accordingly, the Part-time Faculty Member Assessment Report is submitted to the Peers Committee for assessment.

At this stage, only the first negative assessment results are communicated to the head of academic unit.



Three steps review cycle of the recruitment process of faculty members

3. Assessment of the request by the Peers Committee

The Peers Committee assesses the request considering the needs, the candidate portfolio and the authenticity of the relevant diplomas and working experience in order to approve the candidate’s faculty category according to the assessment rubrics predefined by the TPO. Faculty members are then paid in accordance to this assessment.



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If the candidacy is rejected by the Peers Committee, the TPO informs the head of unit who communicates the results to the candidate.

4. Assessment of the Interview and Teaching Demonstration by the Ad Hoc Commission for Selection of Teaching Candidates

For each candidate, a customized Ad Hoc Commission for Selection of Teaching Candidates is formed according to the discipline and the course(s) assigned to him/her.

The Commission shall include an expert in language and communication skills and an expert in the discipline of the assigned course(s).

The TPO officer communicates with the candidate, at least 10 days in advance, to inform him about the interview and **teaching demonstration** date, time and location which will be the Learning and Teaching Excellence Center (LTEC) at the main campus Kaslik.

The Commission interviews and assesses the candidate's teaching abilities and skills and his/her language proficiency level through a **teaching demonstration** that should be prepared in advance, along with supporting materials such as presentation, video, activities.

Note: *a PowerPoint presentation can be a good start for some, but the PowerPoint presentation isn't the whole matter and it isn't essential. What is essential is that they get their point across!*

The purpose of the interview and the teaching demonstration is to make sure that the candidate meets the requirements indicated in the Rubric of Assessment for Part Time Faculty Selection.

- Has a high language proficiency level. (according to the course assigned)
- Has the adequate pedagogical content knowledge of the relevant discipline/course.
- Has the appropriate teaching methods and skills.
- Has the ability to engage the audience in the learning process.
- Has the willingness to align his/her teaching methods with the course learning outcomes in order to reach the objectives of the curriculum.
- Has a good understanding of the constructive feedback and assessment.
- Has the willingness to dedicate his time to teaching and course preparation and to respect the deadlines of the university academic calendar.
- Has the ability to use and explore the instructional technologies adopted by USEK for a better student learning experience (e-learning, e-portfolio, Tk20, etc.).
- Has the willingness to be part of the professional development programs/practices implemented at USEK.
- Has a good understanding of the USEK culture, and has the ability to accept cultural differences and diversity.



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5. Code creation and other administrative and orientation tasks by the Teaching Personnel Office

According to the two assessments feedback, the TPO Officer should inform the academic unit about the final decision. If the candidate is approved the following administrative tasks should be completed:

- Create Banner code (this should be sent to the academic unit with the final decision on the request);
- Ask for the creation of USEK user (for emails, e-learning, e-portfolio, Banner self-service);
- Ask for USEK Card Access;
- Complete the Faculty file (Soft and hard copy);
- Invite to the “New Faculty Orientation Workshop”;
- Add the faculty member name to the USEK Community email group;
- Inform the candidate about his courses and the hourly rate and send him the email of “Definitive courses with final hourly rate”.

6. Assignment of academic tasks by the Academic Unit

The academic unit should submit to the faculty member the syllabus of the course that he will teach and should follow with him all the academic tasks which are to be fulfilled by the faculty member during the whole semester until submission of the online grades and course portfolio.

Related documents:

Request for recruitment of part-time faculty (workflow)
Part-time Faculty Member Assessment Report
Part-time Faculty Member Assessment Grid
Rubric of Assessment for Part Time Faculty Selection