

Old Dominion University
Department of Human Resources
Non-Instructional Part Time Faculty
(4031) Process

Employment of non-instructional part-time faculty must be fully supported by the timely completion of all employment paperwork.

This process provides a means for departments to employ part-time non-teaching and non-research faculty, without recruitment, when an employee is needed to meet seasonal, temporary, or causal workforce needs to perform responsibilities that are comparable to administrative and professional faculty.

The salary paid must be a minimum of **\$684 per week*** and for no longer than a period of 12 months. **This amount is based on the Fair Labor Standards Act (FLSA) salary threshold which is subject to change.*

If the person will be employed for a month or longer, the following process must be followed:

- Hiring supervisor **has the candidate complete a resume** and interviews the candidate.
- If this is a viable candidate for the job, the hiring supervisor will submit the resume and the part-time position description form.
- Human Resources will review the part-time position description form to determine whether the assignment should be classified as non-instructional part-time faculty (4031).
 - If the candidate is qualified for the assignment, the Recruitment & Employment Assistant will notify the candidate to come in to complete a criminal background form, if applicable.
- Once the background results have returned and are satisfactory, the hiring supervisor will be contacted to make the job offer and submit the 4031 form. Please allow **five business days before** the employee's first workday.
 - This will allow the Recruitment & Employment Assistant time to set up an onboarding account.
- If the position has been accepted, the Recruitment & Employment Assistant will send the candidate a hire letter and notification to complete the employment paperwork in the onboarding portal.
- No person can begin work until **approved by** Human Resources and all documents have been submitted.