

TEMPORARY ACADEMIC APPOINTMENTS

These instructions apply to Temporary Academic Appointment Waivers ONLY!

POSTING DETAILS

POSITION INFORMATION

Number of Open Positions:

This will always be 1. Each Temp Academic Appointment requisition gives us the information we need to approve temporary academic rank for a single individual.

Other Title Information:

Type in any additional title information that will help you identify this position. For TAA's you may type the name of the person you are going to hire.

For continuing I4 waivers

Type the following, in this order: Last name, first name, I4, teaching discipline (example: biology)

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 above.

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 Bachelors Degree in the teaching discipline

Instructor – Requires a Masters degree in the teaching discipline (see SACS rule)

Assistant Professor, Associate Professor, Professor - the individual is required to have a PhD or a terminal degree in the teaching discipline.

Position Number:

Please include your **6 digit position** number associated with the position title you are filling.

Use your Supplemental position number if this requisition involves supplemental pay. The supplemental approval form should be attached to the documents tab titled "approved supplemental form". If you do not have a position number for the employee class you are hiring, type "need a pos #" in the box. It is the department's responsibility to call OAA to obtain a new position number.

New or Replacement:

Please 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:

Please explain why you are not doing a regular search.

Employee Class:

Select the appropriate **TEMPORARY** employee class from the drop down list.

Proposed Salary:

Waivers indicate that you know who you want to hire, therefore you already know how much you are going to pay. Please type the amount paid per course or per credit hour in this box. Example: 2500 per 3 hour course.

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For continuing I4 waivers only: you may type “approved academic dept rate”

Composite FTE:

As a general rule, a 3 hour course is .25 fte. All calculations should be based on this rule and should tie back to the information included in the proposed salary box.

Please work with your budget office to determine the appropriate FTE.

FOAPAL 1 & 2:

Please include your FOAP in the following format... Fund-Org-Acct-Program

Department Required Background Checks:

Check the box(es) as appropriate.

FOAPAL for Background Checks:

Include the FOAPAL where you would like the expense to hit for the background check.

DEPARTMENT INFORMATION

Responsible Hiring Manager:

Select a Hiring Manager from the drop down box

Hiring Manager Phone:

Please 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 this requisition.

Hiring Manager Email:

Please include the email address of the hiring manager.

College/School/Division:

Please select the appropriate information from the drop down list. This field will determine who is able to see the requisition.

POSTING TEXT

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

Position Summary:

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 type of course it is.

Ad Text:

Leave this blank

Additional Position Information:

Leave this blank

UA EEO Statement:

The following statement is hard coded in the system:

The University of Alabama is an Equal Opportunity Affirmative Action Employer. Women and minorities are encouraged to apply.

Search Initiation Date:

Type in the date you are completing the form

Application Deadline:

Select **Open until Filled**

Expected Starting Date of Appointment:

Type the start date – as a general rule it will be the beginning of a semester or summer term

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Fall: 8/16 Spring: 1/1 Summer: dates are determined each year - contact OAA

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.

Search Committee

Search Committees are not required for waiver requisitions

Documents

REQUIRED DOCUMENTS:

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.

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

Applicant Documents Tab

The resume/Curriculum Vitae is required by all applicants. This document is marked as included and required for all requisitions and may not be changed or removed. Other applicant documents may be included in the application process by selecting the appropriate document type.

New Search Committee

Do NOT use this section for waiver requisitions

Ranking Criteria

Do NOT use this section for waiver requisitions

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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 and hold at least a Master's degree 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 Masters 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).

If you want 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 pool positions to waivers

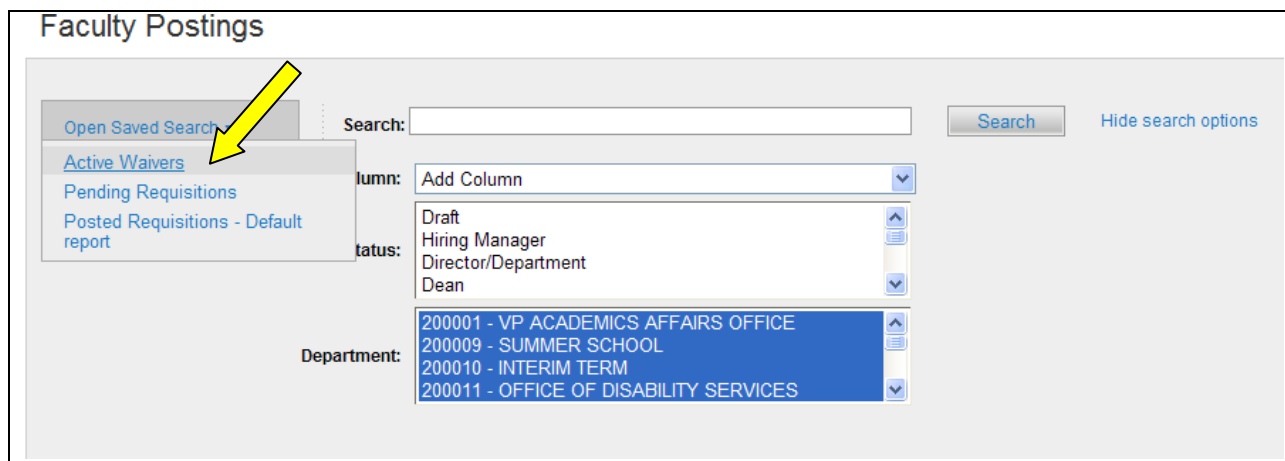
The waiver requisition must be approved by OAA before starting this process.

The pool requisition must be posted and must have active applicants in the system.

Click on the posting tab in the hiring system.

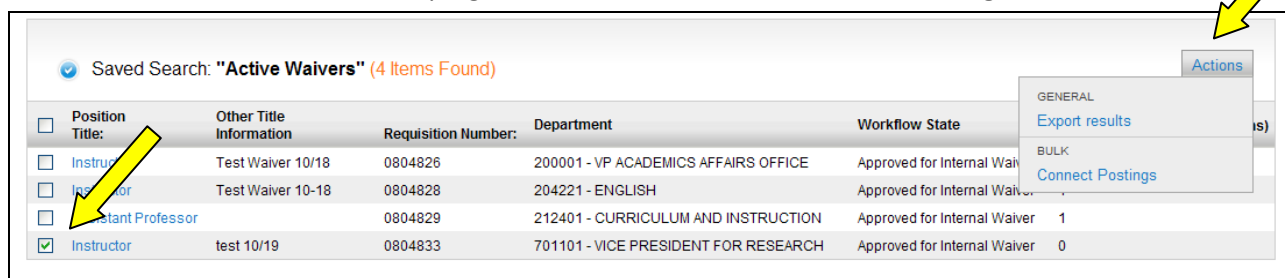


Open your saved search for Active Waivers or perform a manual search for the waiver.



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**.

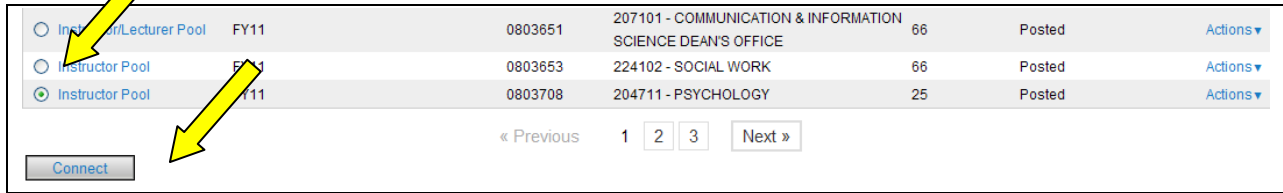


You will be taken to the posted requisitions screen.

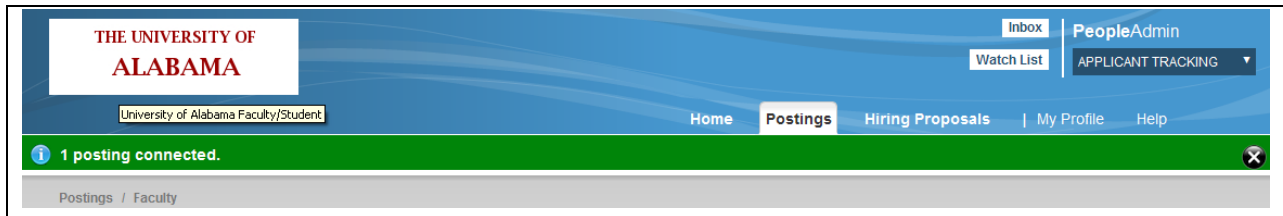
Select the Pool from which you will copy the applicant.

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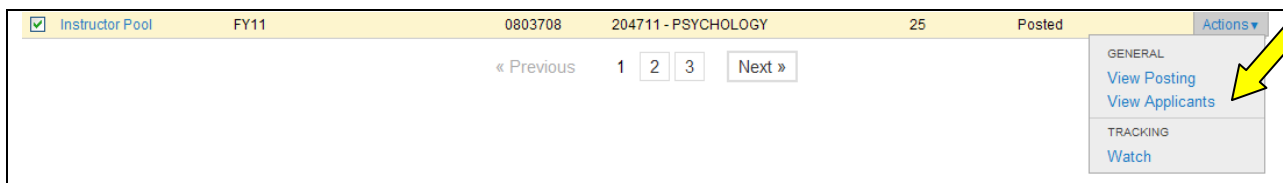
Scroll to the bottom of the screen and select the **Connect** button.



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**.

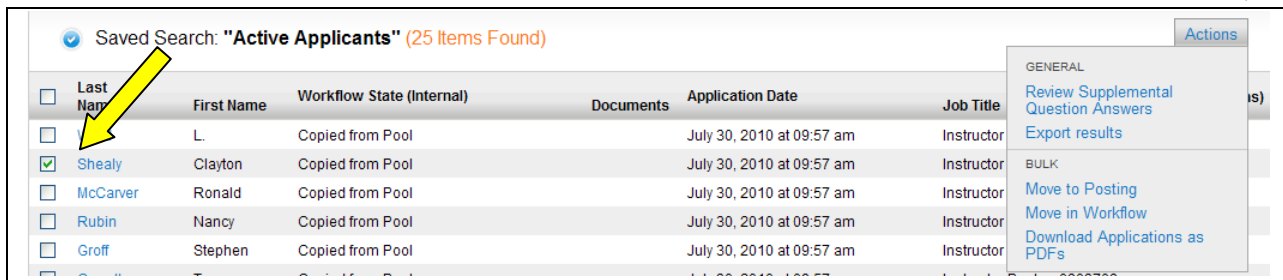


Your list of applicants will appear on the screen.

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)

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Select **Move** at the bottom of the page.

Postings / ... / Instructor Pool / Applicant Review / Move to Posting

Move to Posting	Posting	Department
	Instructor	701101 - VICE PRESIDENT FOR RESEARCH

Workflow State: Draft

Selected Applicants

[Move](#)

- Draft
- Forwarded to Dept/Search Committee
- Recommended for Interview to Dean
- Recommended for Interview to OAA
- Approved for Interview by OAA
- Interview Complete**
- Approved for Offer by OAA
- Offer Accepted - No Background Check Required
- Offer Made - Pending Background Check

You will see a message at the top of your screen which indicates that the applicant was copied.

THE UNIVERSITY OF ALABAMA

Inbox | PeopleAdmin | Watch List | APPLICANT TRACKING

Home | Postings | Hiring Proposals | My Profile | Help

1 applicant copied.

When you return to your waiver, you will see that there is an active applicant posted.

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

Saved Search: "Active Waivers" (4 Items Found) [Actions](#)

Position Title:	Other Title Information	Requisition Number:	Department	Workflow State	Active Applications	(Actions)
<input type="checkbox"/> Instructor	Test Waiver 10/18	0804826	200001 - VP ACADEMICS AFFAIRS OFFICE	Approved for Internal Waiver	0	Actions
<input type="checkbox"/> Instructor	Test Waiver 10-18	0804828	204221 - ENGLISH	Approved for Internal Waiver	1	Actions
<input type="checkbox"/> Assistant Professor		0804829	212401 - CURRICULUM AND INSTRUCTION	Approved for Internal Waiver	1	Actions
<input type="checkbox"/> Instructor	test 10/19	0804833	701101 - VICE PRESIDENT FOR RESEARCH	Approved for Internal Waiver	1	Actions

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

Saved Search: "Active Applicants" (1 Item Found) [Actions](#)

Last Name	First Name	Workflow State (Internal)	Documents	Application Date	Job Title	Posting Number	(Actions)
<input type="checkbox"/> Shealy	Clayton	Interview Complete		July 30, 2010 at 09:57 am	Instructor	0804833	Actions