

To All Department Staff:

Recently, some questions have come up about our new Part-time Pool process. Because the answers apply to all departments, I'm sharing our responses with the group to help with the transition to this new process.

Q: Who should fill out the Application for Lecturer Appointment?

A: Anyone who is interested in teaching during 2009/10, who is not an incumbent lecturer.

Q: Who should fill out the Request for Subsequent Lecturer Appointment?

A: Any incumbent lecturer who wants to communicate interest in teaching during 2009/10.

Q: Who is considered to be an incumbent lecturer?

A: If the lecturer taught in the 2008/09 academic year – either one or both semesters - and/or has a three-year appointment , he/she is considered an incumbent lecturer.

Q: Do lecturers with three-year appointments have to do the Request for Subsequent Lecturer Appointment too?

A: The Request for Subsequent Lecturer Appointment form is a communication tool between the lecturer and the department. We are encouraging all incumbent lecturers to fill it out to supply the information the department needs to make course assignments for the next year. For continuing three-year people, however, filling out the form is not required to maintain their appointment.

Q: Do I still need to keep track of all of the applicants on the Applicant Log and send them emails acknowledging that I received their application?

A: You only have to track and send acknowledgements to new applicants to your part-time pool – those who complete the Application for Lecturer Appointment form. **You do not have to send out emails or enter on the Applicant Log any incumbent lecturers who request continued employment – those who fill out a Request for Subsequent Lecturer Appointment form.**

The recruitment cycle looks like this:

A new applicant applies to the pool. You enter him/her on the Applicant Log for that year and send out an acknowledgement email.

If the applicant is hired, s/he becomes an incumbent lecturer, so would complete a Request for Subsequent Appointment in the following year. Because s/he has already been logged previously as a new applicant, you do not enter him/her on the log or send an acknowledgement email.

If the applicant is not hired, you keep the application on file for 2 more years. Again, since s/he has already been logged as new applicant, you do not need to do so again.

If, after the 3rd year, the applicant has not been hired, s/he would have to complete a new application to remain in the pool. And the process starts over.

Bottom line: you only process new applications to your pool. This should mean a lot less work for you!

Since the Applicant Statement is now on the Application for Lecturer Appointment form, we have revised the acknowledgement email. The new process guide (with updated mail-merge instructions for Microsoft Word 2007), along with the sample acknowledgement email and the spreadsheet template are available at: <http://www.humboldt.edu/~aps/deptresources.html>.