

UIC FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

**SECTION: FPPG 100 - Appointment Types and Appointment Processing
NUMBER: 112**

SUBJECT: Guidelines for Appointing Hourly Faculty

APPROVED BY: Office of the Provost EFFECTIVE DATE: January 1, 2012
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OBJECTIVE: To define the policy and procedures for appointing hourly faculty.

POLICY: Faculty who perform duties related to direct instruction (credit and non-credit), instructional support, advising of students, conducting research, or providing clinical and/or patient care on a part-time, intermittent, or occasional basis may be compensated on an hourly basis.

Hourly appointments should be utilized when the duties to be performed are intermittent or irregular and a set percent time appointment will not be utilized.

APPLICABILITY: UIC faculty employees paid on an hourly basis who are not in a position with a percentage appointment may be placed in the Hourly e-class of HA that has defined faculty duties consistent with an appointment at the ranks as outlined in the Statutes, Article IX, Section 3. The rank assigned must be consistent with the requirements of the academic unit in which the faculty member will be employed. All other employees are subject to UIC HR policy HRPP 206-01.

PROCEDURE: All faculty hourly appointments must be consistent with the standard approved Faculty Affairs job description in the reference section below. If the duties proposed do not fall within the scope of the standard approval, a job description must be submitted for review and approval. Non-standard faculty hourly job descriptions must be updated and approved at least every three years.

| <u>Responsibility</u> | <u>Action</u> |
|------------------------------|--|
| Department | If the job description does not follow the standard approved Faculty Affairs hourly job description, the proposed job description should be submitted to: facultyaffairs@uic.edu . Job description must show approval from Faculty Affairs. Otherwise, if following the approved standard job description, proceed to next step. |
| Department | Attach an approved hourly job description to a Human Resources Front End (HRFE) transaction and route to UIC Human Resources. |

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| Department | If a candidate exists, attach resume to HRFE transaction. |
| Candidate/ Employee | Candidates found through job posting can complete application in Hire Touch. All pre-employment requirements (e.g. background check, health screen, etc.) must be completed as required by the employing unit. |
| Department | Use existing position or if necessary create position. The e-class is HA. The position class (p-class) and job title should be assigned based on the rank of the appointment. See: http://nessie.uihr.uillinois.edu/pdf/Banner/JobAid_PClassStruct.pdf for the current p-class listing. Initiate HR Front End transaction and route to College. The approved job description must be included with the transaction. An end date up to one (1) year after the date of hire or job begin date must be applied. |
| College | Reviews and routes to UIC HR. |
| UIC HR | Reviews transaction and related actions (e.g. completion of NESSIE New Hire and I-9) and applies transaction. Returns transactions if there are errors. |
| Employee | Submits hours worked through Web Time Entry |

REFERENCES:

[University of Illinois Statutes, Article IX, Academic and Administrative Staffs](#)
[UIC HR Policies and Procedures, Employment, HRPP 206-01](#)
[Faculty Affairs Faculty Hourly Standard Job Description](#)