

MCNEESE STATE UNIVERSITY

VISITING LECTURERS HIRING PLAN

McNeese State University Hiring Procedures

General Guidelines

Visiting Lecturers Employment

The University complies with University of Louisiana System Policy Number FS.III.IIB.C.D-1.

- 1. Resource 1 & 2: The following documents provide credential guidelines for Teaching Faculty: SACS Criteria for Teaching Graduate Assistants, Resource 1, and Lab Instructor Credentialing Policy, Resource 2.
 - Visiting Lecturers must provide documentation to demonstrate they meet SACS criteria outlined in Resource 1 and 2. Additional information about SACS faculty criteria is available from the Office of Institutional Effectiveness and Academic Support, BBC 432, Ext. 5510.
- Hiring Plan Form 1: Visiting Lecturers receive one-semester appointments. Departments must complete a
 Letter of Appointment, <u>Hiring Plan Form 1</u>, on each Visiting Lecturer which includes information pertaining to
 length of appointment and expected duties, compensation, and classes to be taught. Letters of Appointment
 must be signed by the part-time employee, Department Head/Director/Supervisor, Dean, and Vice President.
 The Letter of Appointment must be submitted each semester.
- 3. Hiring Plan Form 2: Prior to employment, departments must complete the Approval for Temporary Appointment, Hiring Plan Form2, on all new Visiting Lecturers and submit to the Vice President of Academic Affairs along with a transcript. This form needs to be submitted early enough to obtain approval before employment begins.
- 4. **Hiring Plan Form 3:** Each Visiting Lecturer must complete and submit an **Employee Information Form**, <u>Hiring Plan Form 3</u>, to the Vice President of Academic Affairs which includes information pertaining to education background.
- 5. **Hiring Plan Form 4:** Visiting Lecturers must submit <u>official</u> undergraduate and graduate transcripts and a completed **Visiting Lecturer Data Form**, <u>Hiring Plan Form 4</u>, to the Vice President of Academic Affairs.
- 6. **Hiring Plan Form 5:** Visiting Lecturers must complete the **Pre-Employment Application**, <u>Hiring Plan Form 5</u>. Return this completed form to the Office of Human Resources, Smith Hall, Room 108, Box 91615, Lake Charles, LA, 70609. <u>Background checks will be conducted on all Visiting Lecturer employees</u>.
- 7. **Hiring Plan Form 7:** The <u>supervisor of the position</u> must send an **Applicant EEO Data Form**, <u>Hiring Plan Form 7</u>, to all applicants applying for the position. The form is voluntary and can be returned to the Office of Special Services and Equity, Smith Hall, Room 127, Box 93248, Lake Charles, LA, 70609.
- 8. Hiring Plan Form 8: Visiting Lecturers must complete a Monthly Verification of Fulfillment of Appointment Duties, <u>Hiring Plan Form 8</u>, obtain the necessary signatures and submit it to the Payroll Office by the <u>10th of each month</u>. <u>Employees may be terminated if documentation necessary to complete the personnel file is not received</u>. The first fall semester paycheck is issued September 15. The first spring semester paycheck is issued February 15. There are four payments each fall and spring semester. Summer payroll dates vary.
- 9. Resource 3: The following document provides credential guidelines for Teaching Faculty: Assessment and Certification of Faculty English Proficiency Policy, Resource 3. Departments must complete the English Fluency Certification Form for New Instructional Faculty, Hiring Plan Form 9.
 - Each academic department is responsible for evaluating all <u>NEW</u> Visiting Lecturers for English language fluency, EFFECTIVE July 1, 2007, and certifying that those individuals will be permitted to teach only after demonstrating sufficient fluency in English to be understood in the classroom. If the English language fluency of an individual has been assessed as insufficient or if assessment has not occurred, the academic dean, department chairman, or designee must certify that the individual will not teach.
- 10. Hiring Plan Form 9: Departments must complete the English Fluency Certification Form for New Instructional Faculty, <u>Hiring Plan Form 9</u>, on all <u>NEW</u> Visiting Lecturers and submit to the Vice President of Academic Affairs.

This form must be completed before an offer is made to the selected Visiting Lecturer <u>hired on or after</u> July1, 2007, the effective date of this policy.

- 11. Payroll and Tax Forms: All <u>new</u> Visiting Lecturers being appointed for the first time must complete necessary payroll and tax forms in the Office of Human Resources in Smith Hall, Room 108. These forms must be completed prior to the start of the semester but no later than the close of business on the first day of employment. <u>Employees may be terminated if documentation necessary to complete the personnel file is not received</u>. Subsequent appointments do not require submission of payroll information unless a change is required.
- 12. **Supervisor:** All <u>new</u> Visiting Lecturer employees must be provided with a copy of the <u>Visiting Lecturer</u> <u>Handbook</u> and the McNeese <u>Diversity Awareness Policy</u>. These documents can be downloaded from the McNeese website.

http://www.mcneese.edu/faculty/vlecturerhb.pdf http://www.mcneese.edu/policy/diversity.php

SACS CRITERIA FOR TEACHING GRADUATE ASSISTANTS

Credential Guidelines:

- 1. Faculty teaching general education courses at the undergraduate level: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- 2. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- 3. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.
- 4. Faculty teaching baccalaureate degree courses: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.
- 5. Faculty teaching graduate and post baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- 6. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

LAB INSTRUCTOR CREDENTIALING POLICY

(adopted 8/30/05)

Many courses have lab components. Some labs require a separate grade to be issued on the student transcript. Full-time faculty, part-time faculty, graduate teaching assistants, and visiting lecturers who teach labs where over >50 percent of the course grade is based on the lab component must meet SACS credential guidelines. According to the *Principles of Accreditation*, the appropriate credentials are a minimum of 18 graduate semester hours in the teaching discipline, a Masters degree in the teaching discipline, or a PhD in the teaching discipline.

Instructors proctoring labs, coordinating labs, grading quizzes, etc., must work under the supervision of an appropriately credentialed faculty member, and must hold an undergraduate degree in the field of study in which the lab operates or, in justified cases, in a related field. Lab assistants may award partial grades (<50%) for student work as long as faculty assigned to teach the course awards the final grade credited on the transcript. Undergraduate students who assist in labs must be supervised by faculty and may not assign grades.

McNeese State University

LETTER OF APPOINTMENT

Visiting Lecturers

NAME:					
SOCIAL SECURITY: DEPARTMENT:		HIGHEST DEGREE:			
		COLLEGE/DIVISION:			
APPOINTED SEMESTER:		ACCOUNT:			
	ou are not eligible to recei	ne semester only at the salary of \$ ive employee benefits. Your respons following course(s):			
Course Number	Section	Assigned Hours (per week)			
First-time appointmen	nt				
If not first-time appoir	ntment, indicate most rece	ent appointment Year:	Semester:		
	ions. Please refer to the	niversity policies, the rules and reg e McNeese State University websi			
Appointee Signature		Date			
Department Head Signature		Date			
Dean Signature		Date			
Vice President of Academic	Affairs Signature	Date			

 $\underline{\text{NOTE}}$: This form must be completed and submitted to the Vice President of Academic Affairs no later than the end of the first day of class each semester.

McNeese State University APPROVAL FOR TEMPORARY APPOINTMENT

Visiting Lecturers

Please Print Clearly

DEPARTMENT:	SEMESTER:
NAME:	SOCIAL SECURITY:
HIGHEST DEGREE:	
Number of earned graduate hours related to the course(s) this person will teach:	Course(s) this temporary appointee will teach *
Identify Graduate Courses completed which are related to the c person will teach:	ourse(s) the Course Abbreviation and Number
Other:	*Persons teaching at the graduate level must obtain graduate faculty membership. Recommendations for graduate faculty membership are approved by the Graduate Council.
Has this person taught at McNeese before? Yes (If NO, official transcripts must be submitted to the Office of Ac	
Department Head	Date
Dean	Date
Director of Institutional Effectiveness	Date Approved Date Denied
Vice President of Academic Affairs	Date
President	Date
Comments for Personnel Files:	

EMPLOYEE INFORMATION FORM

McNeese State University assures equal opportunity for all qualified persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disabilities, marital status, or veteran's status.

Complete in detail. Return with hiring notice or Letter of Offer.

1. Name:					
(Print) Las	st	First	Middle	Social Security N	umber
2. Address (Current):				
	Number	Street	City	State	Zip Code
Home Tel	lephone ()	-	Business Telephone		
3. Date of B		1			
4. Sex: (Male C Fema				
5. Are you a	U.S. Citizen?	Check One			
☐ Yes	, U.S. Citizen				
☐ No,	Resident Alien				
☐ No,	Non-Resident Ali	en			
If not U.S	S. Citizen, country of	of citizenship			
Also, cou	intry of residence if	different			
6. Ethnic Ori	igin: There are two	categories of federal rep	porting requirements on ethnici	ity.	
Are you	Hispanic or Latin	o? Check One			
		i <mark>c or Latino</mark> A person panish culture or origir	n of Cuban, Mexican, Puerto n, regardless of race.	Rican, South or Central	American, or
	No, Non-His	panic or Non-Latino			
7. Race Cate	egories: There are	five categories of federa	Il reporting for race.		
		ıth America (including	e A person having origins Central America), and who i		•
	the India	an subcontinent includi	n any of the original peoples ing, for example, Cambodia, s, Thailand, and Vietnam.		
			person having origins in any egro" can be used in addition		
	of Hawai individua following Northern Solomon Yapese.	als who are native to th Pacific Islander group Mariana Islander, Pala Islander, Tahitian, Ta	ner Pacific Islands. (The ter e State of Hawaii by virtue o s: Carolinian, Fijian, Kosrad auan, Papua New Guinean, rawa Islander, Tokelauan, T	of being born there.) Inc ean, Melanesian, Micron Ponapean (Pohnpelan), ongan, Trukese (Chuuke	es not include cludes the esian, Polynesian, ese), and
	Africa.		n any of the original peoples	•	ast, or North
	Other If y	ou check other, also in	dicate race on following line) :	
	Race				

PART-TIME:		
Position Held	<u>Dates of Service</u>	<u>Institution</u>
FULL-TIME:	NON-TEACHING EXPERIENCE	
Position Held	Dates of Service	<u>Institution</u>
PART-TIME:	Datas of Comica	In addition
Position Held	<u>Dates of Service</u>	Institution
<u>E</u> 1	MERGENCY CONTACT INFORMAT	TION
Name:	Relationship:	
Address:	Telephone Numb	er:
CLASSIFIED employees <u>MUST SEND</u> th Charles Louisiana 70609.	e Employee Information Form to Hui	man Resources, Box 91615, MSU, Lake
Onanos Edulsiana 70003.		
		n official transcript(s) of all college credit, and
the Employee Information Form to the Vic	ce President for Academic Affairs, Mi	SU, Box 93220, Lake Charles, Louisiana 70609.
VISITING LECTURERS (VL) MUST SEN Academic Affairs, MSU, Box 93220, Lake		e credit and the Employee Information Form to
riodadinio rindio, Mee, Box 66226, Edito	onance, Lealeiana 70000.	
GRADUATE ASSISTANTS (GA) MUST : Form to Academic Affairs, MSU, Box 932		ollege credit and the Employee Information
Employees may be terminated if	documentation necessary to complet	e the personnel file is not received.
		be cause for disqualification or dismissal.
Signature:		Date:

McNeese State University A Member of the University of Louisiana System

VISITING LECTURER DATA FORM

The department head must submit a completed Visiting Lecturer Data Form and Employee Information Form for each Visiting Lecturer to the Vice President of Academic Affairs, Burton Business Center, Room 427, no later than the end of the first day of class each semester. This form must be updated each semester if the teaching assignment changes. Please read the attached guidelines for faculty requirements.

Nan	ne		Social Security #		
Yea	r: Semester:	Fall	Spring		Summer
1.	Previously employed at McNeese?	Yes _	No	Date	e Employed
	If yes, which department?				
2.	Official transcript sent to Vice Presid	ent of Aca	demic Affairs (Box 93220).		
	Date sent				
3.	List degree(s) earned:				
	Degree(s)		Date Completed		Institution
į					
4.	Classes visiting lecturer is teaching:				
	Course Number			Title	
5.	If teaching a graduate level course, h faculty?	nas visitinç	g lecturer been appointed a	s a temporary	member of the graduate
	Yes	Dat	e Appointment		
6.	If highest earned degree is not the tearea related to courses taught:	erminal de	gree in the teaching field, li	st 18 graduate	credit hours completed in
	Course Number	Title	e Cred	it Hours	Institution
•					
•					

7.	documentation related to the teaching field (e.g. technical, professional, teaching, etc.)					
-						
capa			aduate credit hours, and/or experience to serve in the urer does not meet the guidelines listed that a replacement			
Dep	partment Head Signature	Date	Department			
Dea	an Signature	Date	College			



For Office Use Only Requested by: Human Resources
Extension:

PRE-EMPLOYMENT APPLICATION

<u>ALL APPLICANTS FOR EMPLOYMENT</u>: Faculty, Visiting Lecturers, Administrative and Professional, Classified, Unclassified, Full-Time, Part-Time, Teaching Graduate Assistants.

TO BE CONSIDERED FOR FINAL SELECTION, THIS FORM MUST BE COMPLETED IN FULL AND RETURNED TO:

OFFICE OF HUMAN RESOURCES 110 SMITH HALL BOX 91615 LAKE CHARLES, LA 70609 Fax 337-475-5104

The pre-employment application is a required component of the background investigation that is used to identify prior criminal convictions and to confirm the candidate's employment qualifications, credentials (for some candidates, e.g. Faculty/Administrators), and public office status.

A driver's license check is conducted in case the candidate may be required to drive a university vehicle and applies to all employees at the university to include regular, temporary, faculty, student, etc. All candidates for employment and all full-time and part-time employees are required to notify the university if their driver's license status changes or, alternatively, and are required to show proof of having a valid license at the time they actually use a university vehicle.

All individuals hired, reassigned, or promoted into a Safety-Sensitive or Security-Sensitive position will be required to satisfactorily complete a background investigation. For information regarding Safety-Sensitive or Security-Sensitive positions, refer to the Human Resources website http://www.mcneese.edu/hr/.

Please Print Information.

First Name	Last Name		ddle Name	Maiden Name	
Current Street Address and/o	r P.O. Box				
City	State	Zip Code	Parish/County	Country	
Home Phone	Work Phone	•	Cell Phone		
Social Security Number	Date of Birt	h			
Driver's License Number	State of Iss	uance			
POSITION FOR WHICH APPL	YING:	Ţ.	DEPARTMENT:		
YES NO Have y	u currently holding or runn ou ever been convicted of ou ever been fired from a	a felony?			

List your address history up to the past seven (7) years: Complete the following information as accurately as possible. Please Print Date From: Date To: Street Address and/or P.O. Box City State Zip Code Parish/County Country Date From: Date To: Street Address and/or P.O. Box City State Zip Code Parish/County Country Date From: Date To: Street Address and/or P.O. Box Citv State Zip Code Parish/County Country Date From: Date To: Street Address and/or P.O. Box State City Zip Code Parish/County Country Date From: Date To: Street Address and/or P.O. Box Zip Code City State Parish/County Country Date From: Date To: Street Address and/or P.O. Box City State Zip Code Parish/County Country Date From: Date To: Street Address and/or P.O. Box City State Zip Code Parish/County Country I HAVE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION: All regular full-time and part-time positions being filled atMcNeeseStateUniversitywill reguire a Criminal History Investigation and an Employment History Investigation. All potential employees atMcNeeseStateUniversityare expected to have clear background records prior to finalizing hiring. We comply with Louisiana Revised Statute 49:1001, et seg, and State of Louisiana Executive Order 98-38, which provides for drug testing of employees, appointees, prospective employees, and prospective appointees. Prospective employees and employees are informed if a drug test is required. AUTHORITY TO RELEASE INFORMATION: I consent to the release of information concerning my capacity and/or all aspects of prior job performance and/or other background information by employers, educational institutions, law enforcement agencies, and other individuals and agencies to duly accredited investigators, personnel technicians, and other authorized employees of the state government for the purpose of determining my eligibility and suitability for employment. I am fully qualified and know of nothing which would hinder me from completely performing the job in question I certify that all statements made on the application and any attached papers are true and complete to the best of my knowledge. I understand that information on the application may be subject to investigation and verification and that any misrepresentation or material omission may cause my application to be rejected, my name to be removed from the eligible list and/or subject me to dismissal from service. NOTE: In no case can the employee begin working prior to receipt of the investigation results. Refusal to sign this authorization will remove the individual from consideration of employment at McNeese State University

Date:

Signature of Applicant:

McNeese State University APPLICATION AND INTERVIEW FLOW CHART

Full-Time, Part-Time, and Visiting Lecturers (One Flow Chart for <u>Each</u> Position) (Please Type or Print)

POSITION TITLE:		DEPARTMENT:							
POSITION NUMBER:			DEPARTMENT NUMBER:						
Date Application Received	List All Applicants (someone who applied for the position and did nexpress unwillingness to take position) List in Alphabetical Order (Last, First, Middle)	ot later Rejected (did not meet minimum qualifications) Yes/No	Contacted/ Failed to Respond Yes/No	Declined Interview Yes/No	In House Test – If Required Pass/Fail	Interviewed T = Telephone C = Campus	Declined Job Offer Yes/No	*Reason for Non-Selection or Hired (Select Number)	
*NON-SELECT REASONS: (Use all that ap	(4) Unsatisfactory references (5) Withdrew	application (6) Proficiencies	not as strong as s	selected candidate	e (7) Lack of inter	est in job (8) Interpe	cks minimum re ersonal and com	quirements munication skills not	
	Committee Chair	Date							
De	partment Head/Director	Date							
Dean/Administrator		Date	0	ffice of Spec	e President ial Services a d Employmen			Date	

McNeese State University

APPLICANT EEO DATA FORM

Voluntary Applicant Information

The completion of this form is voluntary. The information requested below will be used only for affirmative action reporting and analysis. Please complete and return this form to the **Vice President for Special Services and Equity, McNeese State University, Box 93248, Lake Charles, LA 70609**.

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Are you a U.S. citizen? (Check one.)			
U.S. Citizen				
Resident Alien				
Non-Resident A	llien			
If not U.S. Citizen, coun	atry of citizenship			
Also, country of residen	ce if different			
Are you a veteran?	○Yes	○No		
If yes, please check	one of the follow	ing:		
Special Disable	d Veteran			
☐ Vietnam-era Ve	teran			
Other Eligible V	eteran			
From what sources(s) di	id you learn abo	ut this vacancy?		
	University Webs	te		
☐ HigherEdJobs.d	<u>com</u>			
□ Newspaper	(Specify.)			
Cther	(Specify.)			
Signature of Applicant:			Date:	

Under Louisiana law, applications and all supporting materials will become public record. An executive session pursuant to La. Rev. Stat. 42:6.1(A) may be required. The Immigration Reform and Control Act of 1986 requires McNeese State University to inform applicants that McNeese State University can employ only U.S.citizens and aliens lawfully authorized to work in the U.S. Each new employee is required to present documentation verifying his/her identity and right to accept employment. Persons needing reasonable accommodations should contact the Vice President for Special Services and Equity at Box 93248; Telephone: Voice (337) 475-5428; Hearing Impaired (TDD)(337) 562-4227; Fax (337) 475-5960.

McNeese State University MONTHLY VERIFICATION OF FULFILLMENT OF APPOINTMENT DUTIES (Must be submitted to Payroll office by 10th of each month) Visiting Lecturers

SEMESTER	_	
COLLEGE	_ DEPARTMENT _	
NAME		SS#
COURSE NUMBER OF CLASS(ES) TAUGHT:		
I verify that during the previous payroll period, I ha	ve fulfilled the respon	sibilities assigned to me.
Employee Signature	Date	
Department Head Oliver / CA		
Department Head Signature of Approval	Date	
Dana Circulatura of Annual al		
Dean Signature of Approval	Date	

McNeese State University ASSESSMENT AND CERTIFICATION OF FACULTY ENGLISH PROFICIENCY POLICY June 13, 2007

I. Assessment and Certification of Faculty English Proficiency

This policy establishes the responsibility of McNeese State University to assess and certify faculty English proficiency. This policy applies to all full-time and part-time instructional personnel, including graduate assistants, employed by the university and who teach undergraduate and graduate level courses.

In compliance with the Board of Regents policy pursuant to mandates in Act 745 of the 1991 Session of the Louisiana Legislature and the University of Louisiana System policy FSIII.I.C-1, the university is responsible for certifying to the System office certification of English proficiency of all new instructional faculty who were hired on or after July 1, 2007.

II. Definitions Related to Assessment and Certification of Faculty English Proficiency Policy

"Faculty" shall mean all full-time and part-time instructional personnel, but including graduate assistants, employed by the university and who teach undergraduate and graduate level courses.

"Instruction (al)" shall mean the delivery of pedagogical content required of course fulfillment, not including: foreign language courses designed to be taught primarily in a foreign language.

III. Policy

Each academic department is responsible for evaluating their instructional faculty and staff for English language fluency and certifying that those individuals will be permitted to teach only after demonstrating sufficient fluency in English to be understood in the classroom.

Full-time, part-time, and visiting faculty; teaching graduate assistants; instructional staff; and other academic employees who are non-native speakers of English must be evaluated by two personal interviews, one conducted by the academic dean or the department chairperson and the other by a senior member of the faculty. Each academic department may determine individual guidelines for conducting such interviews or whether further assessment by professional presentations is necessary in making the determination. An assessment of a written essay may be included as part of the evaluation in addition to oral assessment.

Certification that a new instructional faculty member, teaching graduate assistant, or other academic employee is sufficiently fluent in English to teach, or that teaching will be limited to courses in which the primary language of instruction is not English, must be made at the

time of hire, before the individual teaches a class, by either the academic dean, department chairperson, or designee. If the English language fluency of an individual has been assessed as insufficient or if assessment has not occurred, the academic dean, department chairman, or designee must certify that the individual will not teach. See Form 6-1-07, *McNeese State University English Fluency Certification Form for New Instructional Faculty*, which follows this policy.

Annually, by September 1 of each year, McNeese State University will file a statement of certification with the University of Louisiana System Office indicating that all individuals who teach and who were hired since the effective date of the University of Louisiana System policy FS-III.I.C-1, or hired subsequent to the last annual certification, are fluent in the English language.

Exempt from certification to the System office are individuals who teach foreign language courses or courses designed to be taught predominately in a foreign language.

IV. Policy References:

Act 751 of the 1991 Regular Session Board of Regents Policy University of Louisiana System Policy FS-III.I.C-1

Hiring Plan Form 9

McNeese State University

Faculty

English Fluency Certification Form for New Instructional Faculty Signed form must be submitted with the Letter of Intent to Employ



Appointee Information

Name:					
Department:					
College:					
Appointment:	□Tenure Track □Non-Tenure	Track □Visiting Lecturer □Part-Time			
	□Other				
Starting Semes	eter:		-		
		ntee and certify that the appointee's ve communication with the students he/she	e will be		
□ Criteria used	in addition to personal interview	v (s):	_		
of Act 754		npt from the certification requirements ning assessment and certification of			
	☐ The candidate will not be assigned instructional responsibilities.				
	The candidate will be assigned instructional responsibilities only in courses in which the primary language of instruction is not English.				
Signed:	ture and Chair Duaguage Hand	Nome (places print)			
	tment Chair/Program Head	Name (please print)			
Depar	tment	Date			
Signed: Dean		Name (please print)			