

NOTE: Part-time instructor (PTI) appointments should be approved by the Board of Trustees prior to the instructor beginning to teach. For PTIs teaching in the Fall semester, this means the appointment paperwork should be submitted to the Associate Dean for Faculty Resources, Planning and Assessment by the May prior to the Fall semester. For PTIs teaching in the Spring, the paperwork should be submitted the prior October.

Paperwork/Forms	
	If the new PTI will be teaching with a multidisciplinary program rather than a department, a decision needs to be made in cooperation with the CAFE Office of Faculty Resources, Planning and Assessment about what department the PTI will be assigned to as a “home academic department.” The chair and HR administrator of the “home” department must be notified of the assignment and asked to help in coordinating the onboarding process of the new PTI.
	The department chair or program coordinator extends a formal offer letter to the part-time instructor. Sample offer letters are available at this link: http://administration.ca.uky.edu/pti . A copy of the signed letter should be sent to the Office of Faculty Resources, Planning and Assessment.
	The PTI, or a department HR Administrator requests original, official transcripts of the PTI’s highest degree. If the degree is from UK, let Megan Lucy know and she will get the transcript directly from the Registrar. If the PTI’s highest degree is not in the same field of study as the PTI will be teaching in, the master’s and/or bachelor’s degree transcripts may be needed as well. If you are unsure if the lower degree transcripts are needed, send a copy of the PTI’s CV to Megan Lucy, and she will let you know which transcripts are required.
	The department HR administrator completes a Staff Overload Form for the PTI and submits it to the Dean’s Office for processing.
	The department HR administrator adds the new PTI assignment to payroll in SAP and adds contract elements to screen 16 via PA30. There is a Quick Reference Guide for how to do this on the Business Center webpage.
	The department HR administrator should review payroll results prior to the deadline.
	The department chair/staff complete an appointment packet and sends it to Megan Lucy (megan.lucy@uky.edu), using the New Faculty Demographic Form as a guide.
	The department HR administrator or program coordinator notifies Jamie Dunn at Jamie.dunn@uky.edu about the new PTI and what courses they will be teaching, so that Jamie can make sure the PTI has access to the Faculty Services tab in MyUK, and is listed as the instructor of record for the course. This will also ensure the correct records for Teacher Course Evaluations.
Obtaining Access to UK Resources for Teaching Faculty	
	The PTI completes the required trainings regarding the Student Life Cycle Module of SAP. These trainings are found in the training section of MyUK and are required to gain access to the Faculty Services tab in MyUK. Contact Jamie Dunn with questions at jdunn2@uky.edu .
	The PTI should become familiar with the advising services, faculty services, and student administration tabs of MyUK.

**CAFE New Part-time Instructor
Onboarding Checklist
(For UK Staff teaching on overloads)**

	The PTI should be given access to his or her course in Canvas. Tutorials for Canvas can be found at https://www.uky.edu/canvas/ .
	The PTI should familiarize him/herself with Student Rights and Responsibilities .
	The department chair provides the new PTI with the UK Faculty Handbook .