Hiring Session Academic Personnel

(Faculty Associates, Academic Associates, Instructional Professionals*)

*Note: The Instructional Professional rank is used in many ways. This guide refers to those Instructional Professional hires that are treated like FAs and hired on a per session basis as non-benefits or as an additional job for staff that occasionally teach.

Academic Direct Hire Process (Formerly known as Target/Waiver hire):

Step 1) Create Position task (If using a vacant position already created or a job management sup/org, you may skip this step and proceed to step 2). See Create positions for admin/staff/students HCM Work Instructions for additional resources.

- Select create position task from search bar. Enter reports to supervisory organization and select okay.
- Select position request reason, defaults to Create Position > Create Position > New Position
- Job posting title will be Faculty Associate, Academic Associate, or Instructional Professional (may include Summer Instructor for summer only appointments).
- Availability Date and Earliest Hire Date may be entered with today's date or on or before start date. See Create position guide for additional guidance.
- Job Profile: For session hires that are FAs and IPs, you must select **ALL** SIX of the following session job profiles before you can move on. This will allow you the ability to change the job profile to any one of these at time of hire. This flexibility may be needed when doing open searches. (see sample image on next page)
    - Academic (Non-Staff) job families > Session Faculty
      (1) Faculty Associate and (2) Summer Instructor
    - Academic (Non-Staff) job families > Session Academic Professionals
      (3) Instructional Professional Session
    - Academic (Non-Staff) job families > Session Faculty/Academic Professionals Hourly
      (4) Faculty Associate Non-Exempt, (5) Instructional Professional Session Non-Exempt, (6) Summer Instructor Non-Exempt

  If you are hiring an Academic Associate, you should select the appropriate AA job profile under the session AP job families provided above.
- You may skip job description or enter generic description of duties.
- Enter location for where the work is performed, usually main office location of academic unit or select HR Remote > Remote state/country if employee is approved to work remotely and not on a campus.
- Time type is Part-Time; Worker type is Employee; Worker Sub-Type is Variable/Temporary.
- Scheduled weekly hours is the average hours this employee will work in any given semester. Should not be more than 16hrs (.40FTE) for non-benefits, session employees (unless Summer Instructor which is allowed to be 1.0FTE).
- Attachments may not be necessary at this stage but verify with your college process.

(See next page for sample create position)

SAMPLE CREATE POSITION:

Revise Position Request

Supervisory Organization: TCLAS The College - Student Success Programs and Engagement (Jeffrey Banner)

Position Request Reason *: × Create Position > Create Position > New Position

Job Posting Title *: Faculty Associate

Number of Positions *: 1

Hiring Restrictions | Qualifications

Availability Date *: 12/16/2024

Earliest Hire Date *: 12/16/2024

Job Profiles for Job Family: (empty)

Job Profile *:
- × Faculty Associate
- × Summer Instructor
- × Faculty Associate Non-Exempt
- × Instructional Professional Session Non-Exempt
- × Summer Instructor Non-Exempt

MORE (1)

Job Description Summary: Faculty associates are appointed on semester or annual, fixed term appointments, are not elig courses.

Job Description: Format

Essential Duties:

•

Desired Qualifications:

•

Working Environment:

•

Location *: × ARMSTRONG HALL

Time Type *: × Part time

Worker Type *: × Employee

Worker Sub-Type *: × Variable/Temporary

Default Weekly Hours: 40

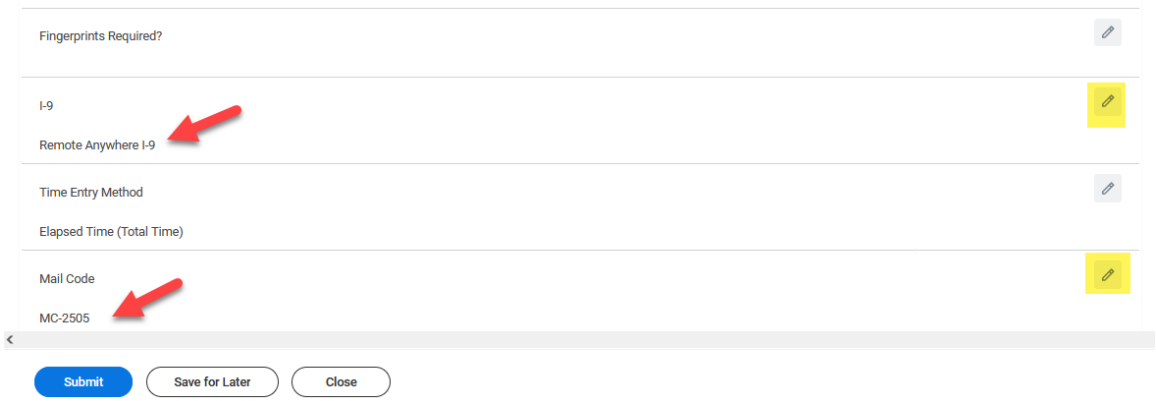
Scheduled Weekly Hours: 16

FTE: 40%

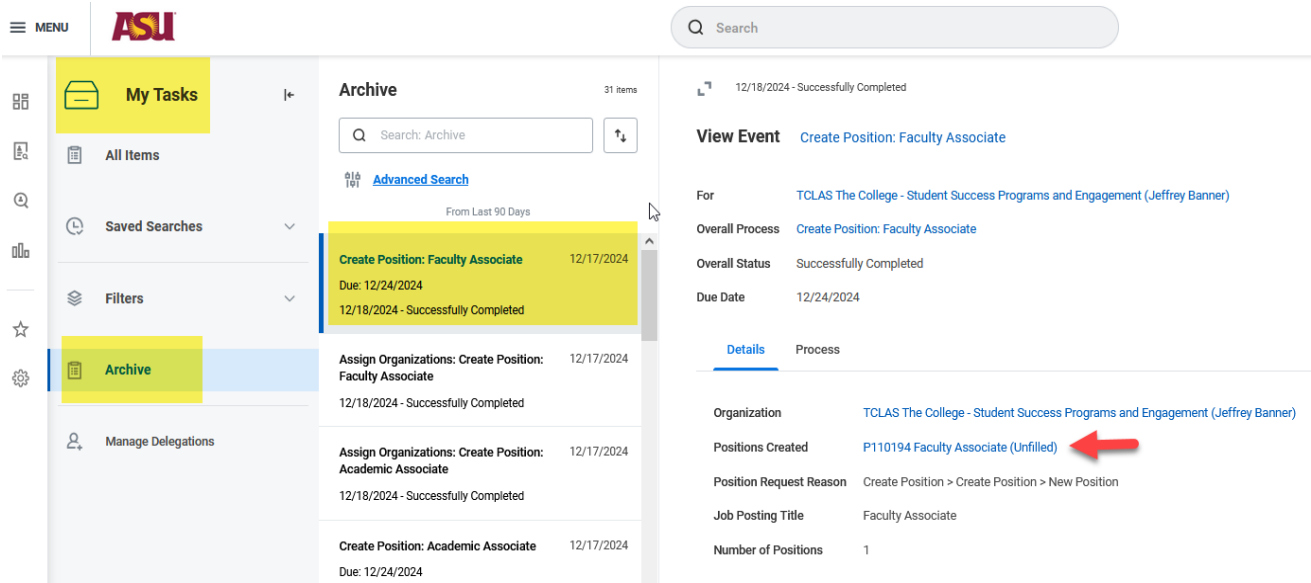
enter your comment

Step 1 Continued)

- Change Organizational Assignments subtask is next in the originator task list.
  - Edit cost center if needed, this should be a default, not actual position funding as that is later in the process.
  - Update I-9 section if needed (click on edit icon) to remote I-9 vs. in person I-9.
  - Update Authorized Drive and add Fingerprint as needed.
  - Add Mail Code for employee and submit.



- Make note of position number for future reference found on the successfully completed task details. If you need to go back to the task to find this, the originator can find it in their archive folder in their My Tasks list. Or click on the notifications (bell) icon in the top right corner.

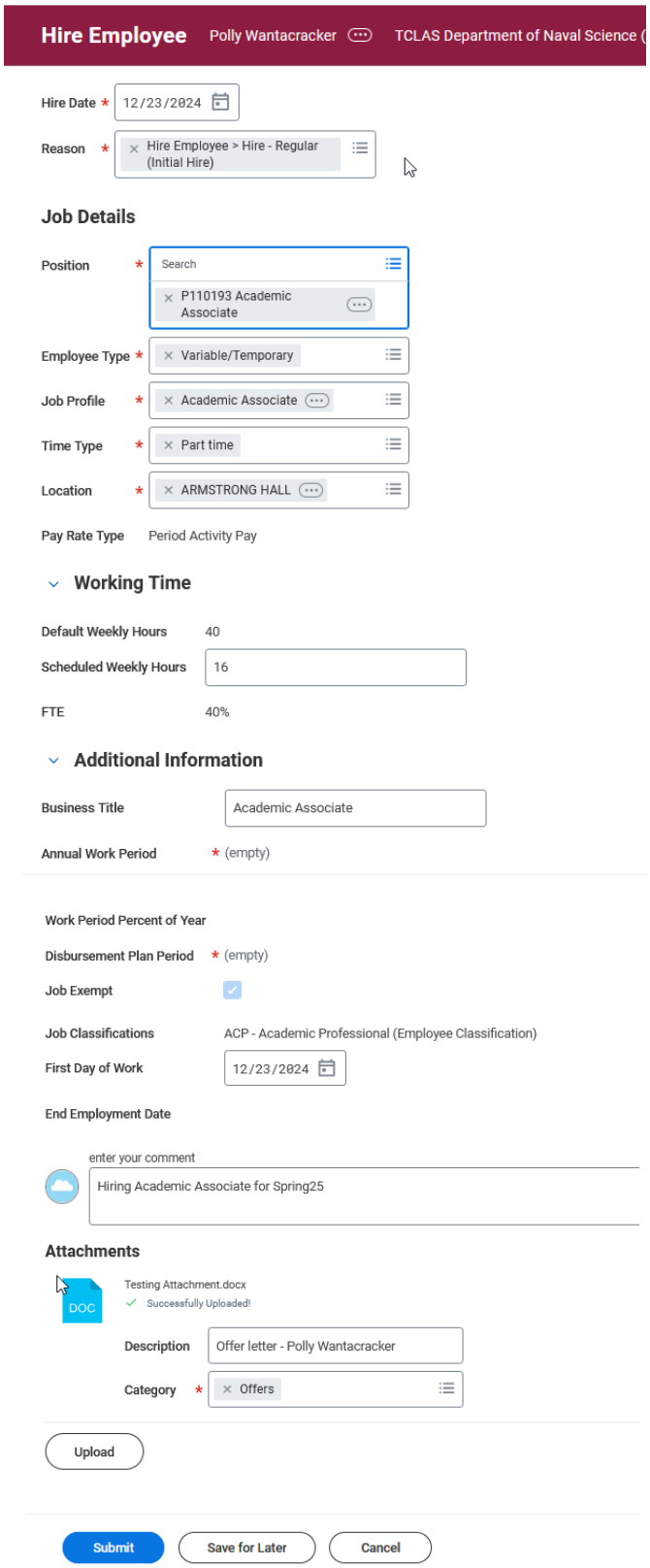


Step 2) Hire employee into a position/job

*Note: Offer letters for new session AAs and direct hire session FAs & IPs will be done outside of WD and will be uploaded as an attachment to the hire process. New session FAs/IPs hired through a competitive search will have an offer letter generated in WD before the background check process.

- ***If hire is external to ASU, use the Hire Employee task*.**
  See Direct hire for academic personnel HCM Work Instructions.
  - If using a Job Management supervisory organization, use similar job details as found in step 1 of this guide under create position. Job profile will just be the one you are hiring the person into.
  - Annual Work Period and Disbursement Plan Period do not apply to these job profiles as they are only paid with period activity pay.
  - Do NOT use end employment date. These are not fixed term employees. These jobs will remain active until you manually term the employee from the position. These jobs can remain active 15mos without an active period activity pay to allow for those employees who only teach once a year to still be affiliated and not have to be termed and rehired each year. Please be sure you are monitoring these employees and terming them when no longer needed.
  - As the work instructions for direct hire notes, instead of proposing compensation (which is a zero-compensation on the job profile for session faculty), the Add Period Activity Pay will prompt instead. When adding the period activity pay in this process, academic period will be the first session/semester they are hired to work in this role.
  - See Manage period activity pay HCM Work Instructions for further guidance to compete this task. Additional explanations and examples of period activity pay specific to AAs, FAs, IPs are further below in Step 3) Manager Period Activity Pay section of this guide.
  - Offer letter should be attached to the direct hire process AND period activity pay screen so that the approver can match the period activity pay details to the session offer letter. Attachment category is Offers.
  - Costing allocations may be added specifically to the period activity pay, but you will also need to add costing allocations as part of the next step in the Direct hire process, after the period activity pay has been entered and submitted. These may be the same, but one is tied to the position vs. the activity pay. If nothing is added to the period activity pay, it will charge to the costing allocations added on the position.
  - See Add Academic Appointment HCM Work Instructions
    - Track type will be Session Faculty OR Session Academic Professionals.
    - Rank is Faculty Associate, Academic Associate, or Instructional Professional
    - Title will match the Rank in most cases and will default.
    - Identifier will be primary if this is their only academic appointment. If they have another academic job, it might be a secondary appointment (such as an FA that splits time in two units).
  - Consolidated approval of all steps will now route to complete hire. →Academic HR Partner, Cost Center Manager, and Dean VP.
  - Originator will complete the onboarding task once fully approved.

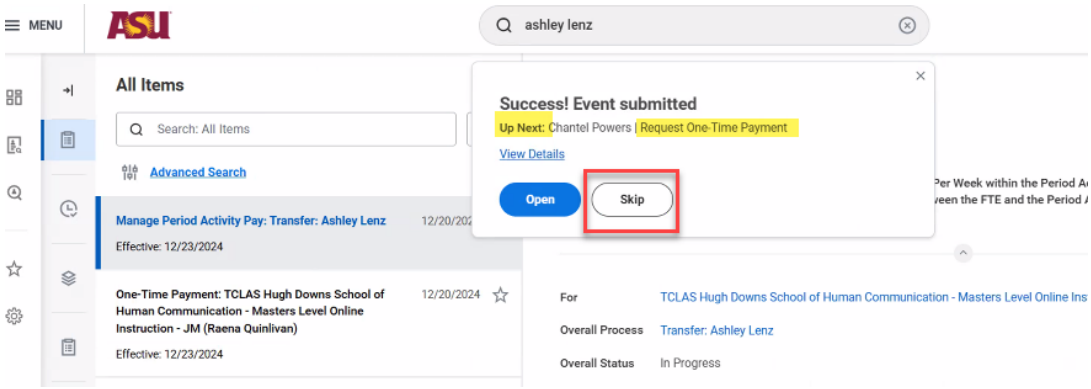
SAMPLE HIRE EMPLOYEE TASK:



Step 2 Continued)

- ***If hire is already employed at ASU use either Change Job if this is replacing their current position or Add Additional Job if this is a secondary position.***

  See Change a job HCM Work Instructions
  - You might use this option to change a current Faculty Associate to an Instructional Professional/Academic Associate or vice versa. When doing the job change, this would be a lateral non-competitive change. You may need to edit position restrictions first if keeping in the same position, or you may transfer to a new position.
  - Job Details should be similar to what is shown under Step 1 of this guide for creating positions.
  - Update Business title to remove "Session" from IP titles so it will just say Instructional Professional and not Instructional Professional Session.
  - As the Pay Rate Type on these positions is Period Activity Pay, you will not enter anything under the Academic work period section, and compensation/base pay will be zero.
  - Attach session offer letter as backup. Attachment category is Offers.
  - Academic HR Analyst or Academic HR Partner will need to approve as the Receiving Department of an academic appointment if sup/org change is outside their area.
  - After change job submission (and possible Receiving Department review above) add costing allocations.
  - One-time payment will be the next task, but you can "skip" this task if not needed. One-time pays may be for moving/relocation stipends that these positions don't generally have.



  - See Manage period activity pay HCM Work Instructions for further guidance to compete this task. Additional explanations and examples of period activity pay specific to AAs, FAs, IPs are further below in Step 3) Manager Period Activity Pay section of this guide.
  - After Manage Period Activity pay to do task, you must "submit" the to do item in your task list.
  - Consolidated approval of all steps will now route to complete hire. →Academic HR Partner, Cost Center Manager, and Dean/VP.

- Originator or the HR Partner (Supervisory) will now complete the onboarding task after the consolidated approval has processed if the job is changing supervisory organization areas.
- On a Change Job transaction, you will need to update the academic appointment as an ad hoc transaction. See additional guidelines on how to update the academic appointment and appointment details with this link: https://docs.google.com/document/d/1ZZmMff7KQXbftlYJcw29x41UrMOZ_cGoFAA6cEqP-8I/edit?usp=sharing

OR

See Add additional job HCM Work Instructions

- Additional jobs may be used when hiring a staff member to teach a class. This job assignment should be an additional job to be listed as the Instructor of Record and teaching is separate from their normal staff job duties.
- Additional jobs may also be used for FAs that split teaching between two units. Each job profile will need to be 20% FTE or a combination of FTE that does not exceed the 40% max between both positions.
- Confirm Pay Rate Type is Period Activity Pay for these positions and nothing will be added to Annual Work Period or Disbursement Plan Period.
- If this additional job is in the same unit, you may want to choose the exclude from headcount option, so it does not double count the employee for your area.
- Job Details should be similar to what is shown under Step 1 of this guide for creating positions when using job management sup/orgs.
- Update Business title to remove “Session” from IP titles so it will just say Instructional Professional and not Instructional Professional Session.
- If you are adding this additional job to a full-time employee, you will get an alert that this will put them over 1.0 FTE, you can still submit after this alert.
- See Add Academic Appointment HCM Work Instructions and additional notes included under the Hire Employee task above.
- See Manage period activity pay HCM Work Instructions for further guidance to compete this task. Additional explanations and examples of period activity pay specific to AAs, FAs, IPs are further below in Step 3) Manager Period Activity Pay section of this guide.
- Assign costing allocations to position and submit.
- Consolidated approval of all steps will now route to complete hire. →Academic HR Partner, Cost Center Manager, and Dean/VP.
- Originator will now complete the onboarding task after the consolidated approval has processed.
- HR Administrator in Central HR may need to review to determine if primary job indicator should be switched on an Add Job transaction depending on defined primary job rules.

(See next four pages for sample Change Job and Add Job screens)

SAMPLE CHANGE JOB TASK (Changing AA to IP):

Start

Start Details

When do you want this change to take effect? *

12/23/2024

Why are you making this change? *

Non-Competitive Lateral

Who will be the manager after this change?

Christy Adams

Which team will this person be on after this change?

TCLAS School of Life Sciences - Academic Associates - JM (Christy Adams)

Where will this person be located after this change?

LIFE SCIENCES CENTER C-WING

Do you want to use the next pay period?

Yes

Move

Opening

What do you want to do with the opening left on your team? *

I plan to backfill this headcount

Is this position available for overlap?

No

Job

Job Profile

Job Profile *

Instructional Professional Session

Business Title

Business Title

Instructional Professional

Location

Location Details

Location *

LIFE SCIENCES CENTER C-WING

Scheduled Weekly Hours

16

Details

Administrative

Employee Type *

Variable/Temporary

SAMPLE CHANGE JOB TASK Continued (Changing AA to IP):

Time Type *
Part time

Pay Rate Type
Period Activity Pay

Default Weekly Hours
40

FTE
40%

Job Exempt
Yes

Job Category
Academic Professional

Job Classifications
ACP - Academic Professional (Employee Classification)

Management Level
Professional Contributor

Workers' Compensation Code from Job Profile

End Employment Date

Assignment Type

Expected Assignment End Date

First Day of Work
12/23/2024

Notify By
12/23/2024

Academic

Annual Work Period

Work Period Percent of Year

Disbursement Plan Period

Compensation

Total Base Pay

Total Base Pay
- 0.00 USD Annual (100% FTE: 0.00) added

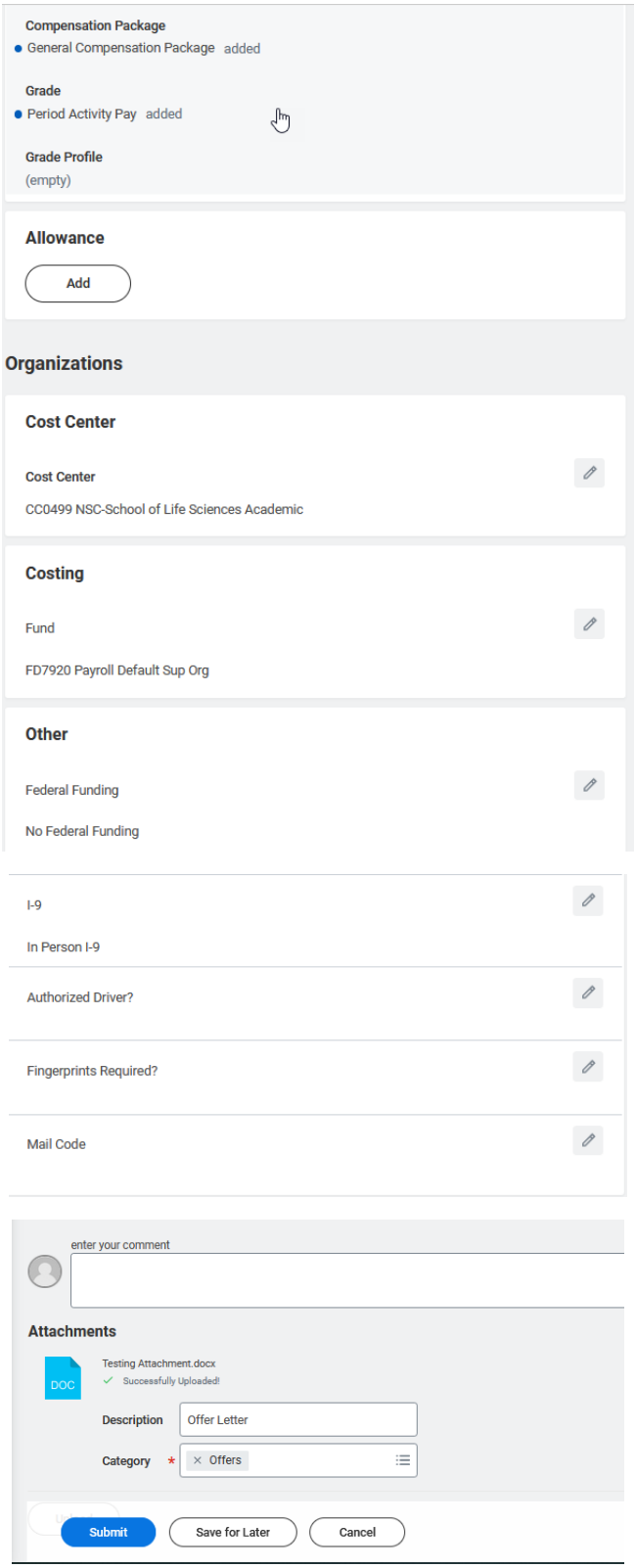
Proposed Compa-Ratio
0

Proposed Position in Range
0.00%

Guidelines

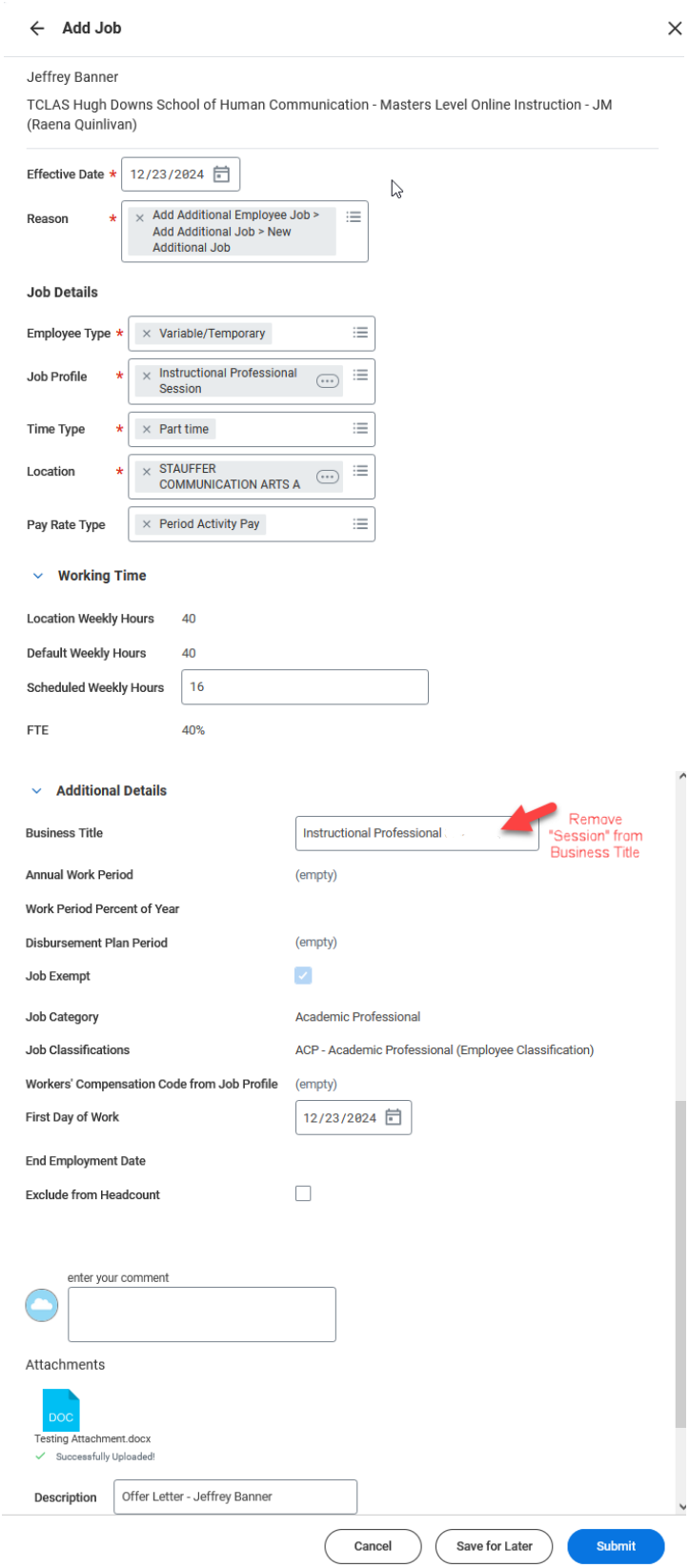
Total Base Pay Range
- 0.00 - 0.00 USD Annual added

SAMPLE CHANGE JOB TASK Continued (Changing AA to IP):



(Each of the categories above can be modified with the edit button as needed)

SAMPLE ADDITIONAL JOB TASK:



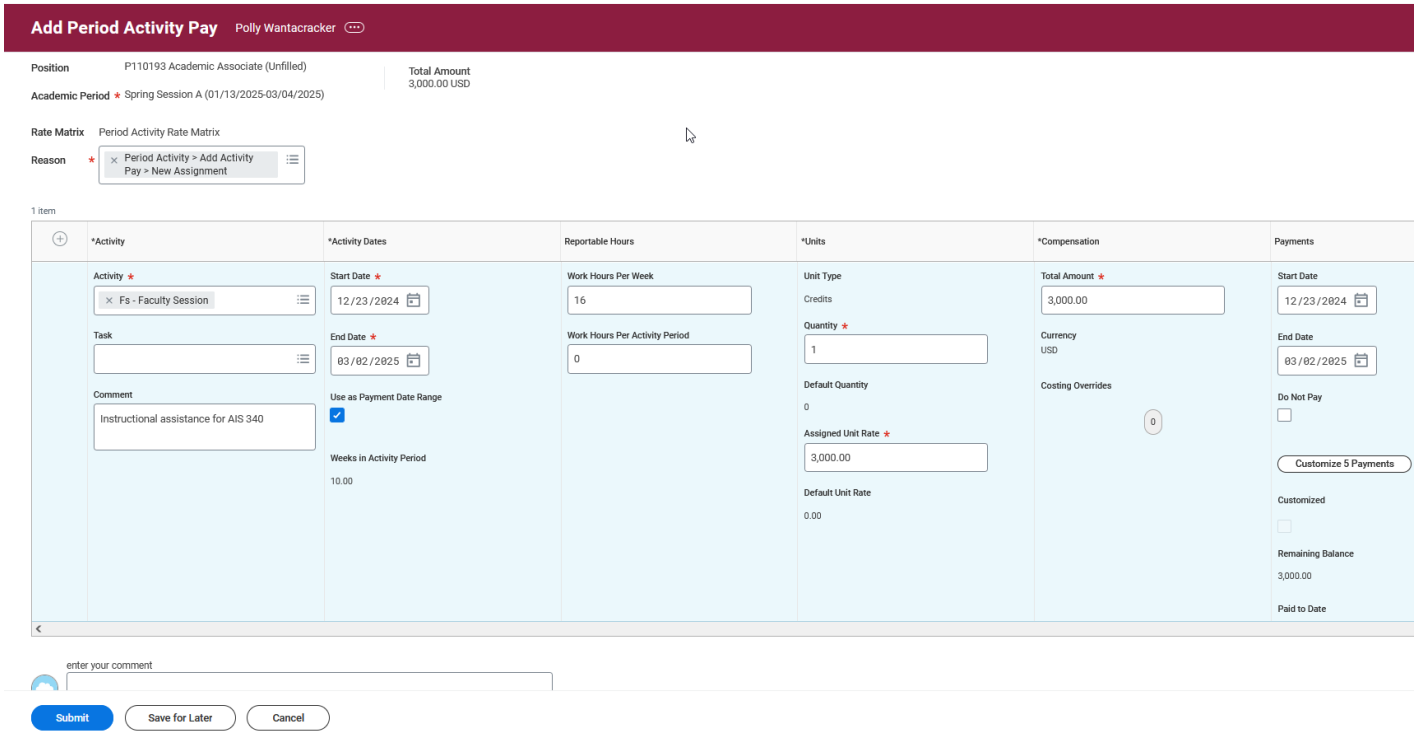
Step 3) Manage Period Activity Pay

- As a sub task for each of the hire processes above (Direct hire, Change job, Additional job), you will need to add period activity pay in order to pay the session salary per the offer letter.
- See Manage Period Activity Pay HCM Work Instructions.
- Session Offer Letter should be attached to Period Activity Pay, even if already added to hire.
- Activity: FS – Faculty Session
- Task: Leave blank, currently not in use.
- Comment: Describe task such as "Teaching AIS 340"
- If rate is tied to a per credit hour amount, enter number of credits in Quantity and the per credit hour rate in Assigned unit rate. It will calculate the total pay based on number of credits.
- If rate is not tied to a per credit hour amount and is just a flat stipend rate, enter 1 in the Quantity and the full stipend amount in the Assigned Unit Rate. Total amount will equal the flat stipend rate.
- Each session will have their own period activity pay entry. If a person has session assignments in both Session A/Session C or Session B/Session C for 3 credit hours each, you will enter these as two separate period activity pays with different date ranges as they are paid over different cycles concurrently. As the max allowable hours per week for session faculty/APs is 16hrs (Summer Instructor is the exception and can be 40hrs) we do need to consider the weekly hours in certain scenarios. These concurrent session payments are an example where weekly hours may need to be adjusted to accommodate the max allowable hours. It may be that total hours for session A are 16hrs/wk and session C is 8hrs/wk, but we need the total hours per week to remain at 16hrs or below for all active Period Activity Pays. For the semester, actual hours would still only average out to 16hrs total per week so this is allowable, but the PAP will need to be adjusted. For this scenario, you would enter 8hrs per week for both Session A (or B) and Session C even though Session A/B should be 16hrs normally. If someone is teaching Session A 3 credits and then Session B 3 credits, these pay dates do not overlap, so you would enter 16hrs per week on each period activity pay entry.
- You can add costing allocations within the period activity pay that can be specific to just that payment, but you will also add costing allocations to the position after period activity pay as part of the next step in the hire process. If costing allocations are not added to the period activity pay, it will default to the position's costing allocations.

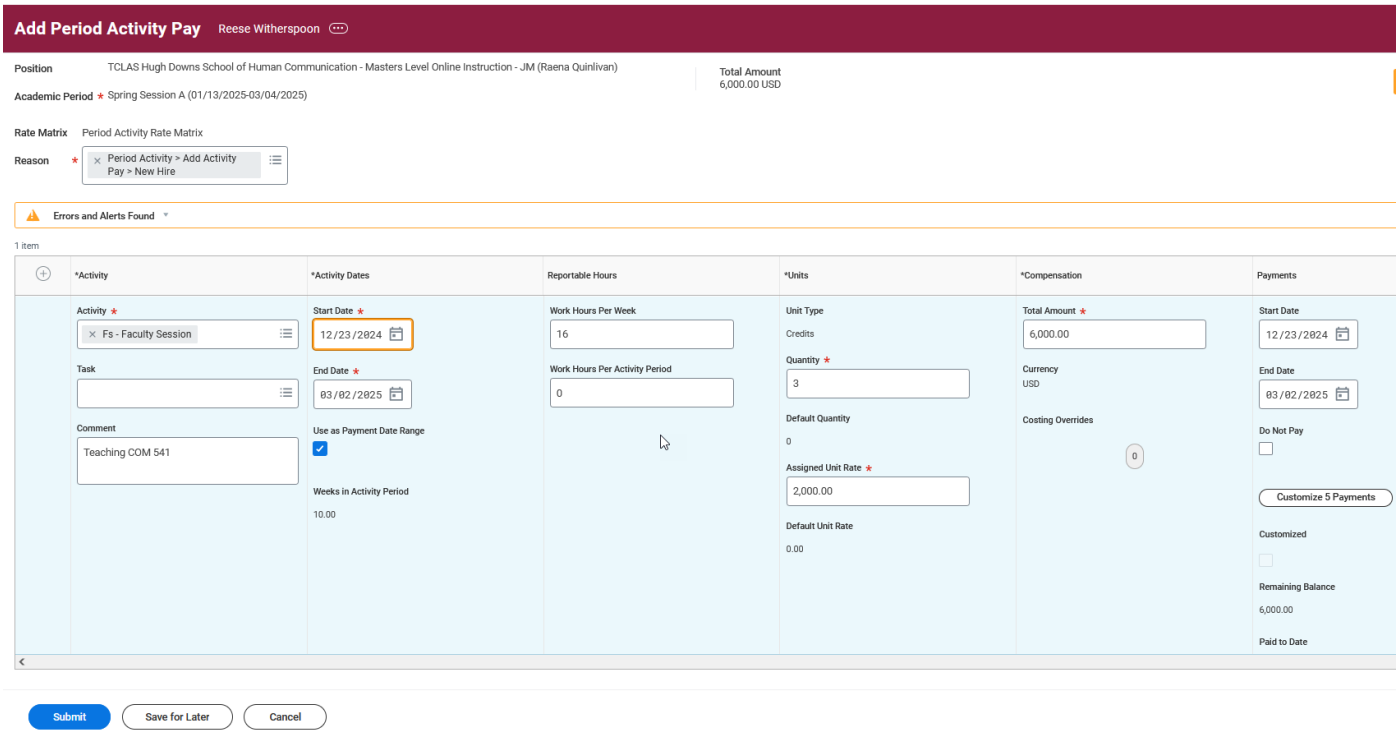
(See next page for sample period activity pays)

SAMPLE PERIOD ACTIVITY PAY:

Sample Academic Associate – You can have quanitity of 1 and just the stipend amount as the assigned rate if not tied to a per credit hour rate.



Sample Faculty Associate – This shows pay by credit hours and per credit hour rate.



Additional Notes:

- **If hiring from a posted search**
  - Parts of this guide will still apply once you have the candidate identified and transferred over from APARS to Workday.
  - In most cases, you will complete the search process outside of Workday as you do today and prior to creating the position or academic recruitment in Workday. This will allow you to setup the position/recruitment correctly once the hire parameters are fully known (especially with open rank searches). This can be after the offer letter stage for AAs and IPs, but before the offer letter stage for FAs since the offer letter for FAs are done as part of the hire process in Workday.
  - Once you have identified your candidate to hire, you will need to create a job requisition for academic personnel in Workday in order to link the candidate from APARS Faculty Search to Workday to complete the hire.
    - See Create a job requisition for academic personnel HCM Work Instructions. You will need to know the APARS Faculty Search Position ID to complete this task.
    - You can use an existing position or the create job requisition will create a new position for you. Position parameters for these session hire searches will be similar to those in Step 1 of this guide for the create positions task.
    - Note that the unit staff that completes the work in APARS may be different than the staff that initiates the hire in Workday. Please be sure you are working together on this process.
    - The originator should include themselves as the primary recruiter on the requisition, as well as the person responsible for updating and completing the steps in Faculty Search outlined in the bullet below, and the person handling the hiring process in Workday, ensuring a smooth transition between systems.
  - Once you have the Job Requisition created in Workday, you will then link this job req number to your APARS search candidate.
    - See Faculty Search: Process Guide for Sending Candidates to Workday instructions to complete this step. https://asu.service-now.com/sp?id=kb_article_view&sysparm_article=KB0026198
  - When the candidate has been successfully sent to Workday, the candidate will appear on the requisition at the background check stage for Academic Associates or the offer stage for Faculty Associate/Instructional Professional.
    - Any of the primary recruiters listed on the requisition in Workday can find the candidate and move them to the initiate background check stage. You can use the recruitment dashboard to get to this step.
    - For the FAs/IPs at the offer stage, there will be a task in all Primary Recruiters inbox to start the offer.

        - Offer letters generated in Workday through a posted search will need to be accepted by the candidate before they can move on to the background check stage. An email is sent to the candidate's email address that they provided in APARS Faculty Search, which instructs them on creating their ASU candidate home in Workday in order to accept the offer letter.
    - Further hiring steps and additional tasks such as add academic appointment and manage period activity pay will be similar to those steps already mentioned in this guide and other guides as the candidate moves through these stages.

- **Non-Exempt Job Profiles**
    - If an employee has another position with ASU and they are non-exempt and hourly in that position, you will need to hire the additional session AP job as non-exempt and hourly as well. The Instructional Professional Session Non-Exempt job profile should be used. You will need to manage total hours between both positions and may need to address overtime pay if weekly hours exceed 40.
    - Certain states have additional compensation rules with higher salary exemption thresholds. In these states, you may need to hire session faculty as hourly employees and use Faculty Associate Non-Exempt, Instructional Professional Session Non-Exempt, or Summer Instructor Non-Exempt job profiles.

- **Renewals:**
    - If you have a session FA, AA, or IP that converted over from PeopleSoft that you did not renew yet for Spring, you can still add a Period Activity Pay in future sessions if their position is active in Workday with the correct zero comp job profile. You will not need to rehire in these cases. Follow the Manage Period Activity Pay HCM Work Instructions and notes from Step 3 above.
    - Creation of renewal/session offer letters after the initial hire for all session academic personnel will remain outside of Workday. Units will continue to process the renewal/session offer letters using existing templates and then upload and attach signed letters to new Period Activity Pays as needed each semester/session.
    - Existing session FAs, AAs, and IPs can remain active in their current position/job profile without an active period activity pay for up to ***15mos*** to allow for those employees who only teach once a year to still be affiliated and not have to be termed and rehired each year. Please be sure you are monitoring these employees and terming them when no longer needed.