

Refer to Section {F}  
{Faculty}Unit  
**Procedure for {F 1 – Faculty Personnel}**



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When a full-time faculty position becomes vacant, the Vice President and Dean of the Women’s College, School for Career Development or Online College consults with the chairperson of the division in which the position is open and, when appropriate, with other faculty members, to determine whether the position should be filled. A recommendation to fill the position is made to Provost who must approve the recommendation to the President of the college, whose approval is necessary for the search process to begin. The President must also approve the filling of any new faculty position.

Advertisements for faculty positions are generally placed in the Chronicle of Higher Education and other professional avenues, such as Higher Ed Jobs (online) where venues to attract minority candidates are incorporated. Ads may also be sent to local and regional newspapers, professional journals, graduate school placement offices and other media outlets, depending upon the nature of the position to be filled. Employment opportunities are also posted on the Midway College website.

At the direction of the Provost, the Vice President and Dean for Women’s College, School for Career Development or Online College may appoint a search committee, normally consisting of the division chairperson and at least two other faculty members, one of which is from outside the division committee. The search committee reviews the resumes of all applicants, screening the most qualified candidates from the applicant pool. The committee contacts references, conducts telephone interviews with candidates, and invites the most qualified candidate(s) to campus. A formalized agenda is prepared for the candidates visit to Midway College. The prospective faculty member is interviewed by the search committee, the Vice President for Women’s College, School for Career Development or Online College, and others as deemed necessary. Faculty members are generally given the opportunity to meet the candidate. As appropriate, the Provost may appoint a different committee structure to obtain faculty recommendations when the previous committee structure is not considered expedient. The same recommendation process prevails for either committee.

The candidate is expected to possess the educational credentials required by the Southern Association of Colleges and Schools. Other factors that are considered in the selection process are experience, recommendations, oral and written communication skills, and the consistency of one’s teaching philosophy with the mission and goals of the college and institutional fit.

After the interview process, the search committee makes a recommendation to the Vice President and Dean for Women’s College or School for Career Development. The Vice President arrives at a recommendation and then forwards both recommendations to the Provost who approves recommendation to the President of the college. The President has the sole authority to appoint a candidate to the faculty of Midway College.

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Hiring Process

1. Hiring Faculty Member
  - a. Dean of Women's College, School for Career Development or Online College presents need for position to Provost of College.
  - b. Provost makes recommendation to President.
  - c. Position is declared open or new one created by the President of College with the designation of Tier and Rank for the position.
  - d. Advertising for position is made on campus, minority contacts, and general external resources.
  - e. Dean organizes the search and review of candidates with Division Chair.
2. When a letter of appointment is sent to the adjunct or full-time faculty member, two originals are signed by the appropriate Dean of the Women's College, Dean of the SCD of Dean of Online College. The original letters of appointment are delivered to the Director of Human Resources along with four transcript requests. These materials are then combined with the material from Human Resources and mailed to the new faculty hire.
3. The letter of appointment stipulates the following:
  - a. Faculty rank (full-time only)
  - b. Faculty tier (full-time and part-time only)
  - c. Faculty hire dates (full-time, part-time, and adjunct)
  - d. Faculty compensation (full-time, part-time, and adjunct)
  - e. Conditions for payment (see Payment below)
  - f. Additional certifications, if applicable (Nursing and Teacher Education)
4. The new faculty hire returns all signed forms to Human Resources.
5. Upon return of executed documentation from the new faculty member, the Director of Human Resources delivers the original appointment letter signed by the new hire to the office of the Dean of the Women's College. Other signed documentation is maintained in the office of the Director of Human Resources.
6. A transcript request will be sent from Human Resources directly to all schools attended by the new faculty hire using the Transcript Request Forms provided by Academic Affairs. Midway College will pay for the costs of the transcripts. The transcripts will be sent from the schools attended directly to the office of the Dean of the Women's College as indicated on the Transcript Request Forms and filed in the new employee's personnel folder.
7. A database of new full-time, part-time, and adjunct faculty will be updated by the Academic Program Assistant in the office of the Dean of the Women's College in collaboration with Office the Institutional Research. The database will track the receipt of the resume, transcripts, and other certification documents for each faculty as they are hired.
8. The Dean of the Women's College maintains faculty files which include: 1) original letter of appointment signed by Dean and faculty member; 2) all official transcripts; and 3) resume. Any additional certifications (Nursing and Teacher Education) are requested in the appointment letter of faculty being hired in those areas.

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Approval of Faculty Credentials

1. Division Chair reviews candidates and verifies appropriate credentials and begins the form— Approval of Faculty Credentials.
2. Division Chair presents credentials and makes recommendation to appropriate Dean.
3. Dean interviews candidate and checks the candidate's credentials and sends the documents through the system of credential approval process.
4. Other Dean and the Assistant Dean for Academic Affairs review candidate's credentials and either approve or disapprove.
5. After a candidate is found who has the appropriate credentials and is recommended by persons working on the search committee, a recommendation is made to Provost by the appropriate Dean.
6. Provost interviews the candidate and reviews credentials.
7. Provost presents recommended candidate and credentials to President for approval of candidate.

Payment

1. Full-time and part-time faculty paid over a 12-month period.
2. Payment for adjunct faculty teaching during the day is distributed over the semester.
3. Payment for adjunct faculty teaching a cohort or module class will be paid at the conclusion of the class and when grades are submitted.
4. Payment vouchers for instructors of cohort and module classes will be sent once grades are received from the requisite instructors. The Dean of SCD or Dean of Online College will notify the Academic Program Executive Associate when grades have been received to initiate the payment process.
5. Change of instructors after a class has begun will be communicated to Payroll by the appropriate dean for action.