

## Glossary of Terms

Applicant is a job seeker who meets the minimum requirements for a particular position.

Blanket Advertisement is an advertisement in the local newspaper soliciting responses from individuals interested in teaching for the University part-time. The ad will list every department in the University and responses will be directed toward a particular individual in each hiring Dean's office.

Emergency hire. Under special circumstances delineated in University policy, a temporary hire for a period not to exceed one year, can be made without following the procedures of a full search. Emergency hires may be made for either full-time or part-time faculty. A waiver of search must be completed and approved in each case.

Interest pool (or Job Seeker Pool) is a data base created and maintained by the hiring dean's office, comprised of interested individuals who respond to the blanket ad, are solicited by chairs and faculty for a particular position, or submit an unsolicited application for a part-time position.

Job seeker is one who has expressed an interest in teaching at the University. A job seeker may or may not be considered for an actual position. A job seeker who is considered for an actual part-time position would still be entered into the Banner applicant tracking module.

Regular cadre is a listing of those part-time faculty who have taught the same or similar course within the last four years. Following is the University's policy on determining the membership of the *regular cadre*:

The regular cadre of part-time faculty are those part-time faculty who regularly teach at the University in a part-time capacity. For the purposes of searching and selecting part-time faculty to teach courses at the University, members of the regular cadre may be re-hired without a formal search process, as long as they have taught the same or similar course at least one time in any term within the last four years, including special terms, summer terms, and intersession, as well as fall and spring.

Additionally, members of the full-time professional and administrative staff of The University, as well as emeriti faculty members, are members of the regular cadre, thus exempted from the formal search process.

It is the chairperson's or Dean's prerogative not to hire a member of the regular cadre to teach a course, in which case the formal search process would be followed.

The Provost's Office will distribute a list of regular faculty to each hiring Dean's office each semester. The list will be consulted to determine if a search must take place. If there is a question as to whether a part-time faculty member can be rehired without a search, the Dean will make the final determination, in consultation with the Associate Provost for Academic Affairs.