

PTI Search and Hiring Process

This process document begins **after**:

- the department has determined there is funding in the department PTI budget for this hire; **or**
- the department has requested, and the College has approved, OTO PTI funding for this hire.

Important Notes

All PTI searches are conducted via PeopleAdmin (SUJobOpps.com).

All PTI appointment letters are sent from HROffers.

Departments are responsible for entering iJANs/RAPs to pay PTIs.

CAScomp@syr.edu will approve all PTI iJANs/RAPs.

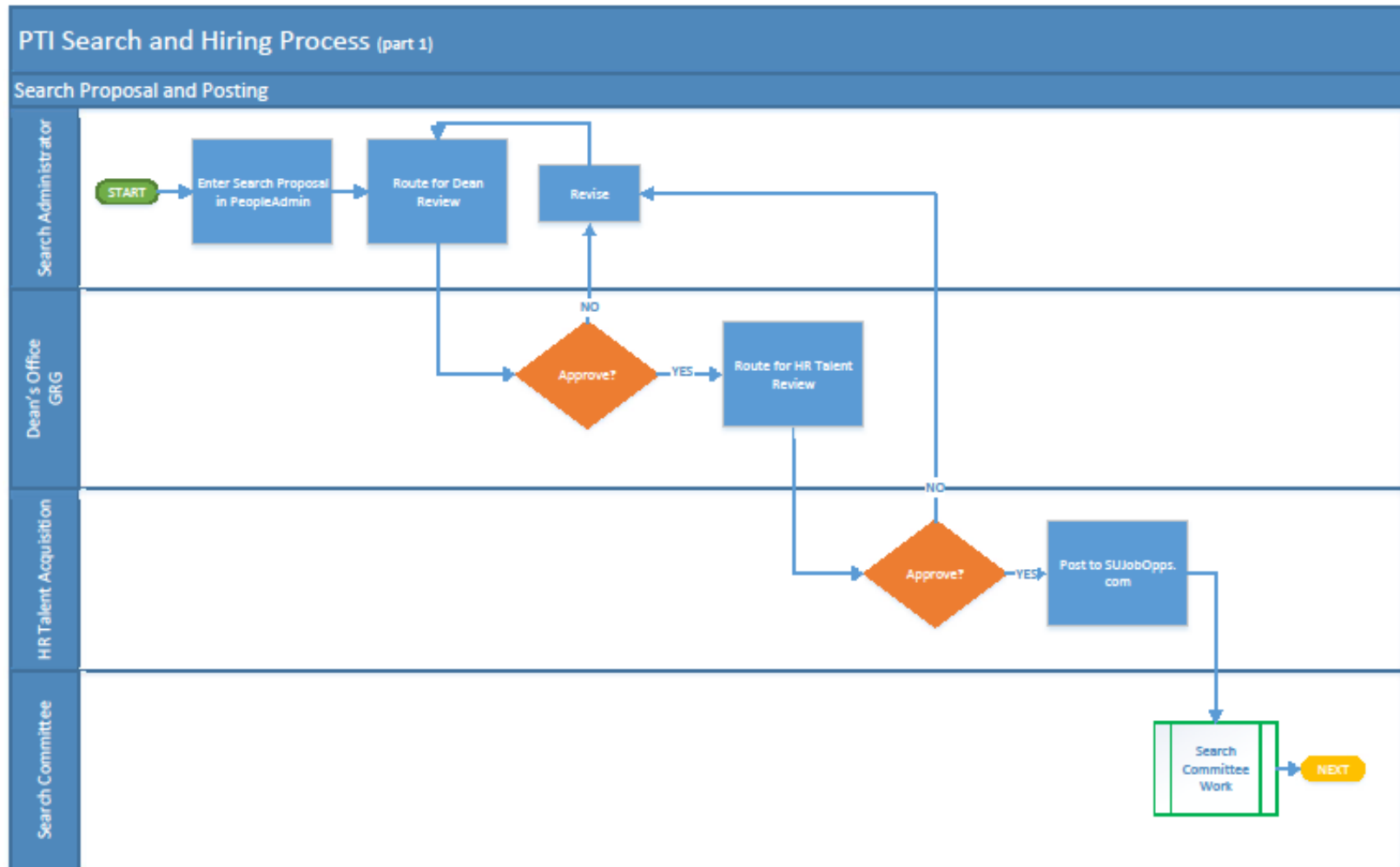
Click on the [item](#) in the bulleted list below for detailed graphic instructions for each stage of the process:

- [Part-time Faculty Search Proposal](#)
- [Part-time Faculty Hiring Proposal](#)
- [Offer letter](#) – this process is the same whether a search is or is not required
- [Search close out](#)
- [Identifying PTI status](#) and appropriate payroll method, job code, account code (detailed, not printer friendly)
- Identifying PTI status – [PTI has full-time job on Rcd 0](#); OR [PTI does not have full-time job on Rcd 0](#) (less detailed, printer friendly)

Additional Documents

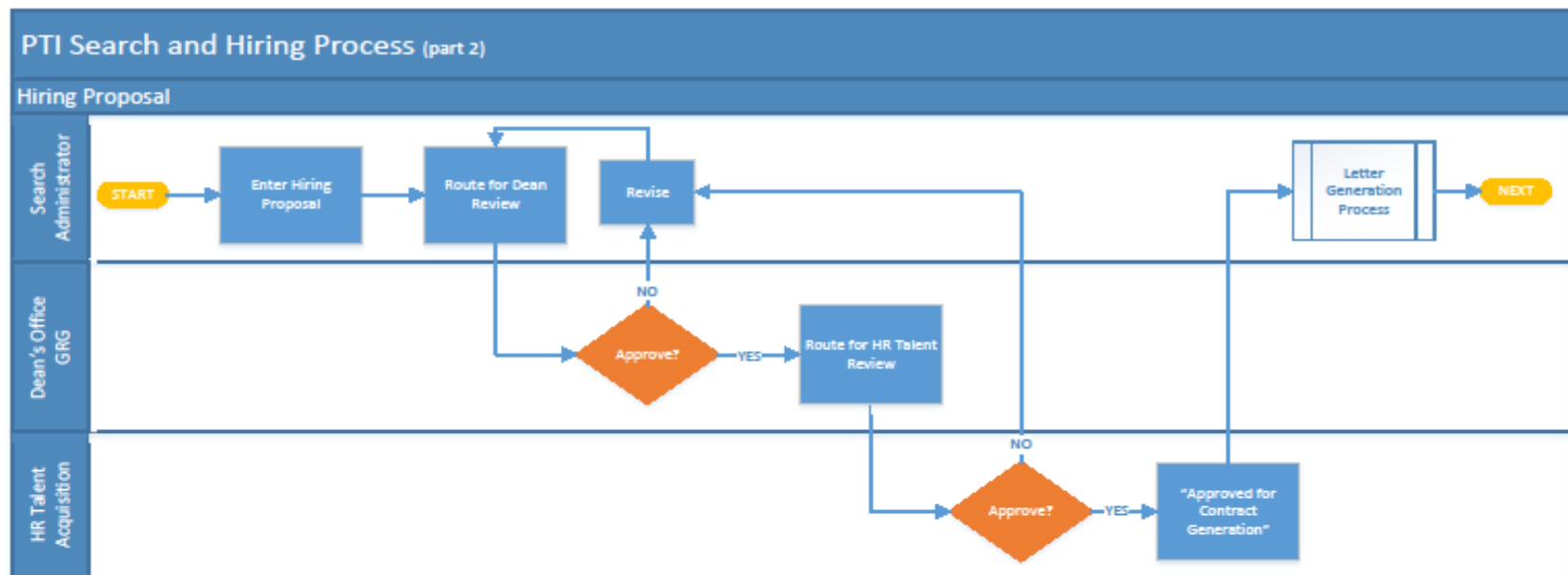
- *Full PTI Search and Appointment Process.pdf* – The entire search process (Search Proposal, Hiring Proposal, Offer Letter, Close Out) condensed on one legal-size sheet (printer friendly)
- *CAS new PTI action items.docx* – this document is to be sent to new PTI by department administrator

Search
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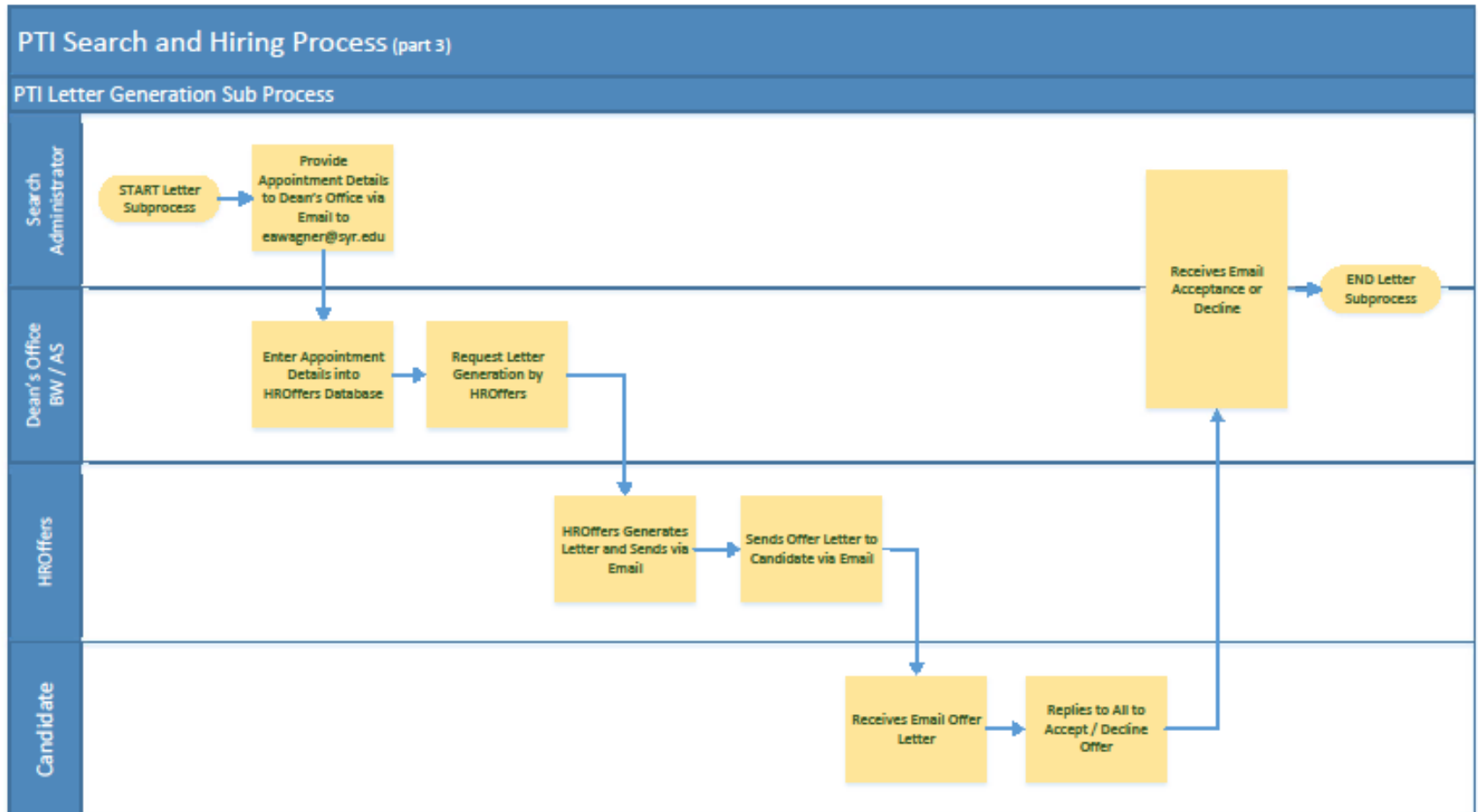


PTI search proposals must include the funding source for the PTI section(s) being searched. This is to be stated in the field for "Criteria Used in Judging Candidates," along with the statement that is already in that field regarding decisions being made in accordance with the union contract. Possible responses include: *This course is funded by the department's PTI budget.* Or *This course is funded by an OTO request approved on (date).* Or *This is a UC course, funded by the College's UC chartstring.* If this information isn't included and a funding source is not established it will delay processing of your search proposal.

Hiring
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Letter
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Appointment Letter Details:

Name of PTI

SU email address (if the person has one)

Term class is offered (fall, spring, flex schedule – PROVIDE DATES, winterlude)

Course prefix

Course title

Course credits

Number of credits the PTI will be paid for

Union or Exempt from Union

- if Union, Probationary or Post-Probationary
- if Exempt from Union, reason for exemption

SUID (if the person has one)

Non-SU email address (ONLY if the person does not have an SU email address)

Per-credit rate

Course number

Course section (optional)

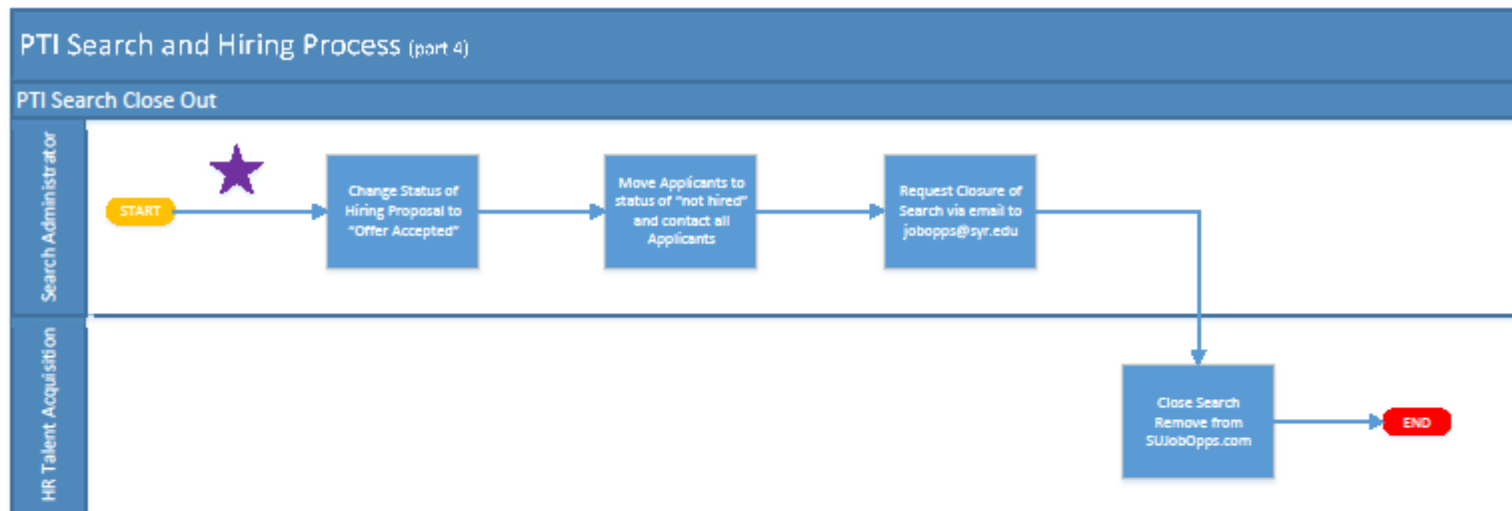
SUJobOps number (if this hire is related to a hiring proposal)

Duration of appointment (fall semester, spring semester, academic year, multi-year)

Email address to be copied on letter

Close Out

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**Do not skip Search Proposal Close Out
or the job will remain posted on SUJobOpps.com.**

★ *Note that uploading the offer letter or accepted offer letter is no longer required.*

Status

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To determine a PTI's standing with regard to union and benefits, click on the [item](#) below that describes the PTI.

Is the PTI in the Union (AU) or not in the Union?

[Not Union](#) because PTI is:

- full-time tenured, tenure-track, non-tenure track, research, or visiting faculty at SU;
- retired, tenured SU faculty member;
- instructor teaching only online courses to students outside the main campus and UC campus;
- online instructor located in a foreign country;
- undergraduate student;
- GA, TA, or RA supported on departmental GA/TA funds;
- full-time regular staff member with responsibility for supervising part-time instruction, or considered confidential employee (*if selecting this one, check with Beth to confirm*);
- part-time instructor teaching more than 23 credit hours per academic year, not including summer (*there are none of these in A&S*).

[Union](#) (AU) because PTI is not exempted by one of the conditions in the list to the left. Most PTIs are Union.

Does this non-union PTI have a FT job on Rcd 0?

[No](#)

[Yes](#)

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Result for non-union PTI with a FT job on Rcd 0:

Exempt Semi-monthly Employee

Multi-payment RAP – acct code 543021

Fall pay dates 9/1-12/31 (8 full pays); Spring pay dates 1/1-4/30 (8 full pays)

Salaried Non-Exempt (hourly) Employee paid Semi-Monthly on Rcd 0

Multiple semi-monthly RAPs for one-time payments – acct code 543021

Contact Dean’s office (cascomp@syr.edu) for calculation and payment schedule

Non-Exempt (hourly) Employee paid Weekly on Rcd 0

New job on Rcd 1 – acct code 543021

Contact Dean’s office (cascomp@syr.edu) for calculation and payment schedule

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Does this non-union PTI being paid on Rcd 0 have a PIN?

[No](#)

[Yes](#)

PIN would already be assigned. Requires a multi-year appointment and a minimum of 15 credits of teaching per AY.

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Result for non-union PTI being paid on Rcd 0 with a PIN:

iJAN – acct code 500011; job code 1144 Part Time Instructor

Fall pay dates 8/24-12/31; Spring pay dates 1/1-5/7

NOTE: If teaching different number of credits in fall and spring, must enter 2 separate iJANs. If teaching same number of credits fall and spring, may enter 1 iJAN for AY.

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Result for non-union PTI being paid on Rcd 0:

iJAN – acct code 520014; job code 1784 Part Time Instructor

Fall pay dates 8/24-12/31; Spring pay dates 1/1-5/7.

Note: If teaching different number of credits in fall and spring, must enter 2 separate iJANs. If teaching same number of credits fall and spring, may enter 1 iJAN for AY.

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Does this Union (AU) PTI have a FT job on Rcd 0?

[Yes](#)

[No](#)

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Result for Union (AU) PTI with a FT job on Rcd 0:

Exempt Semi-monthly Employee

Multi-payment RAP – acct code 543021

Fall pay dates 9/1-12/31 (8 full pays); Spring pay dates 1/1-4/30 (8 full pays)

Salaried Non-Exempt (hourly) Employee paid Semi-Monthly on Rcd 0

Multiple semi-monthly RAPs for one-time payments – acct code 543021

Contact Dean's office (cascomp@syr.edu) for calculation and payment schedule

Non-Exempt (hourly) Employee paid Weekly on Rcd 0

New job on Rcd 1 – acct code 543021

Contact Dean's office (cascomp@syr.edu) for calculation and payment schedule

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Does this Union (AU) PTI being paid on Rcd 0 have a PIN?

[No](#)

[Yes](#)

PIN would already be assigned. Requires a multi-year appointment and a minimum of 15 credits of teaching per AY.

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Result for Union (AU) PTI being paid on Rcd 0 with a PIN:

iJAN – acct code 500214; job code 1164 Part Time Instructor (AU)

Fall pay dates 8/24-12/31; Spring pay dates 1/1-5/7

Note: If teaching different number of credits in fall and spring, must enter 2 separate iJANs. If teaching same number of credits fall and spring, may enter 1 iJAN for AY.

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Is this Union (AU) PTI, who will be paid on Rcd 0, who doesn't have a PIN, Probationary or Post-Probationary?

Probationary

has taught fewer than 4 consecutive semesters.

Post-probationary

has taught 4 or more consecutive semesters. If PTI teaches only fall or only spring, completion of 4 consecutive fall or spring semesters.

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Result for Union (AU) PTI being paid on Rcd 0 with Probationary standing:

iJAN – acct code 543021; job code 1764 Part Time Instructor (AU)

Fall pay dates 8/24-12/31; Spring pay dates 1/1-5/7

Note: If teaching different number of credits in fall and spring, must enter 2 separate iJANs. If teaching same number of credits fall and spring, may enter 1 iJAN for AY.

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Does this Union (AU) PTI, who will be paid on Rcd 0, who doesn't have a PIN, who has Post-Probationary standing teach a minimum of 3 credits in each semester (fall and spring)?

[Yes](#)

[No](#)

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Result for Union (AU) PTI being paid on Rcd 0 with Post-probationary standing teaching a minimum of 3 credits in each semester: this PTI is Modified Benefits Eligible.

iJAN – acct code 520514; job code 1764 Part Time Instructor (AU)

Fall pay dates 8/24-12/31; Spring pay dates 1/1-5/7

Note: If teaching different number of credits in fall and spring, must enter 2 separate iJANs. If teaching same number of credits fall and spring, may enter 1 iJAN for AY.

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Result for Union (AU) PTI being paid on Rcd 0 with Post-probationary standing teaching fewer than 3 credits in one or both semesters:

iJAN – acct code 543021; job code 1764 Part Time Instructor (AU)

Fall pay dates 8/24-12/31; Spring pay dates 1/1-5/7

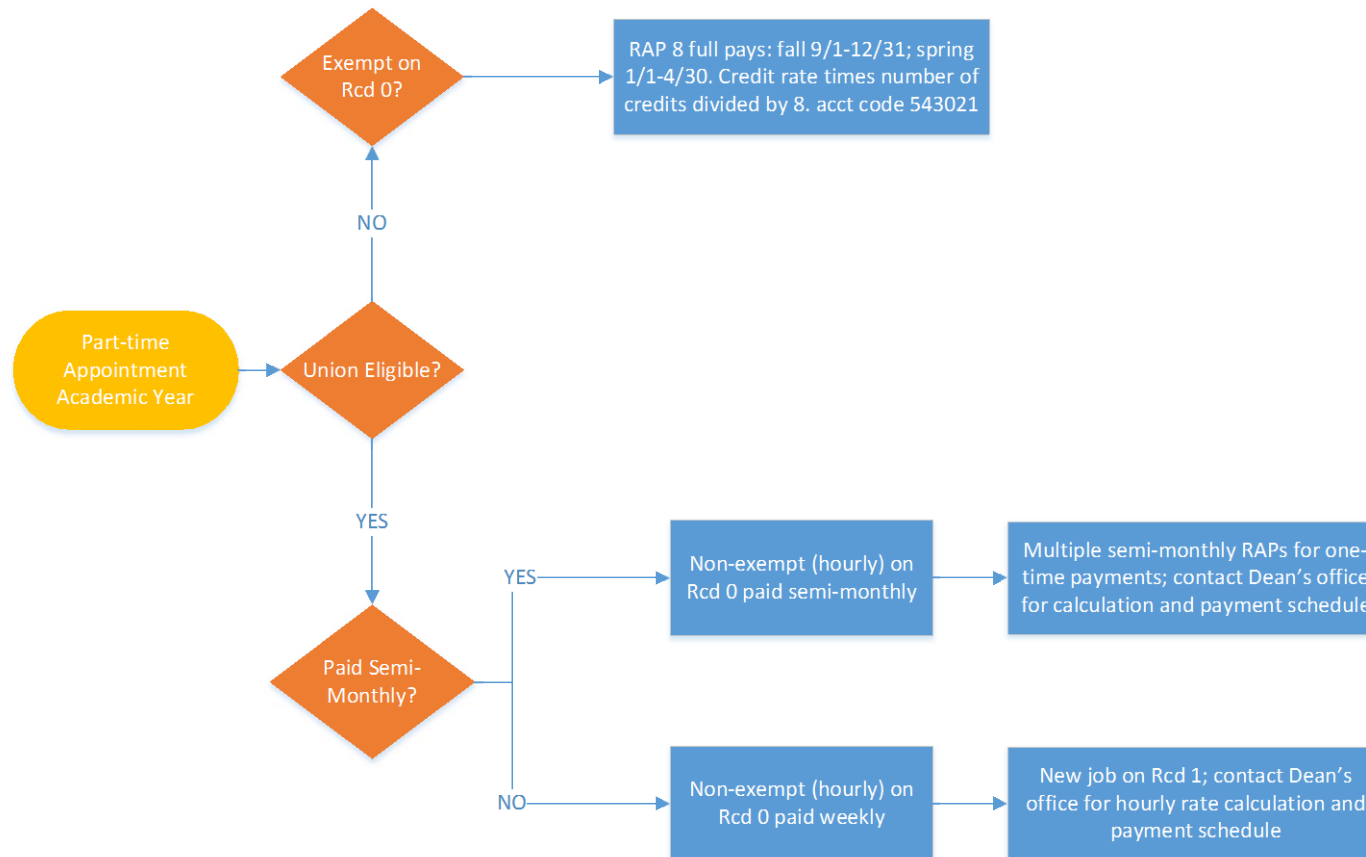
Note: If teaching different number of credits in fall and spring, must enter 2 separate iJANs. If teaching same number of credits fall and spring, may enter 1 iJAN for AY.

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PTI has a full-time job (faculty or staff) on Record 0

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Full-time Faculty or Staff Appointment on Rcd 0 - PTI is Overload Job - Paid on RAP



PTI does not have full-time job on Record 0

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Part-Time Instructor on Rcd 0 - PTI is Primary Job - Paid on iJAN

