

Guidelines for Establishing Applicant Pools for Non Tenure Track Faculty

(Effective June 18, 2012)

Part time instructors can be hired on a one-time only basis without a search. Contracts will not be renewed unless the individuals are selected through at least a local recruitment, allowing individuals in the community an equal chance to compete for the teaching opportunity.

Departments who regularly appoint, or anticipate the need to appoint, Non Tenure Track (NTT) part-time instructors are required to establish an applicant pool of interested and qualified individuals through an announcement on the MSU jobs website.

Advertisements should be placed in local or statewide newspapers, posting on campus, college and department bulletin boards and wide-spread word of mouth that the college/department/program is searching for qualified individuals to teach on a non-tenurable part time basis.

Once a College, Department or Program determines they need non tenure track faculty, the following procedures must be followed:

- Upon Dean approval, any College, Department or Program seeking to hire non tenure track faculty, will create a vacancy announcement to solicit a pool of applicants. Recruitment Authorization Forms (RAF) are not required. [Click here for the NTT Vacancy Announcement template.](#) Non Tenure Track positions will be identified with the last two digits of “22” (ex: XXXXX-**22**)
- The Vacancy Announcement will be posted on the [MSU Jobs website, Non Tenure Track Faculty web page](#). Screening dates may be defined, or they may include a statement that applications are accepted on a continual basis.
- Pooled lists are established by position or by department. Applicant names, search number and email addresses will be sent to the Office of Human Resources|Affirmative Action (HR|AA) for EEO tracking purposes. Information should be sent to hraa@montana.edu
 - The purpose of the pool is to allow anyone who would like to apply the opportunity to do so.
 - The “pooled list” can be a simple notebook or file folder.
 - Upon receipt of an application, Departments are required to notify the applicant that they have been added to the pool and will remain in the pool for two years. Applicants should be advised that they must reapply after the two year period.

Note: Departments may notify the applicants by email or letters. Sample acknowledgement could read:

Thank you for your application for XXX position in XXX Department. We are in receipt of your information and it will be kept on file for two years from the date of this acknowledgement. Applicants wishing to make additions or changes to their applications within these two years may send additional information to the department. Applications will not be shared outside of the department which you

applied. If you are interested in other NTT opportunities with MSU, please submit your materials to the appropriate department contact listed on the vacancy announcement. Thank you for your interest in employment with XXX department.

- The contents of the pool must be reviewed periodically to remove applications that are older than two years from receipt.
 - If a potential NTT faculty member provides a resume directly to a department representative, you can add the applicant to the pool; applications do not have to be submitted through a specific process.
 - Prior to making a selection, the name of those applicants hired are sent to HR|AA to verify that the selection was made from a pool of applicants. Search numbers should be included in the correspondence.
- The department/program search committees, or hiring authority, will review and evaluate the submitted materials in bias free procedures.
 - Applications will be maintained in a pool for two years.
 - After the two years has been met, application materials will be removed from the pool and applicants will need to reapply for the pool. Once materials are removed from the pool, it is not required to notify the applicants they are no longer in the pool.
 - The pooled vacancy announcement stays on the website indefinitely, unless opportunities no longer exist for hiring.
 - All Montana State University Personnel Policies, equal opportunity and non-discrimination policies covering the appointment of non tenure track faculty as well as the provisions of the [Associated Faculty of Montana State University Non Tenure Track Collective Bargaining Agreement](#) will be maintained.
 - All offers are conditional upon satisfactory results of a background check. When a verbal conditional offer has been accepted, request the background check be initiated by completing the Background Check Request Form at <http://www.montana.edu/hraa/bground.html>
 - HR|AA will notify the hiring department upon receiving results of the background check.
 - The hiring department proceeds with initiating the [Non Tenure Track Faculty Letter of Appointment](#) to the successful candidate.
 - Questions can be addressed to the Office of HR|AA at hraa@montana.edu or 406-994-2042 or access information at: <http://www.montana.edu/hraa/nttfac.pdf>