



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Hiring/Reinstatement of Part-Time Hourly Instructors	
Page 1 of 1	Implementing Procedure For Policy # 6.00
Date Approved: 03/04/03	Division: Human Resources

Purpose: To implement procedures for hiring/reinstating part-time hourly instructors.

1. Hiring new instructors: (Never taught or has not taught during the previous two years.):
 - A. Complete application package - must include I-9 with proper identification, Drug Statement, and W-4.
 - B. Personnel Action Form.

2. Reinstatement:(Instructor who has taught for us during the previous two years but has been terminated):
 - A. Personnel Action Form required.
 - B. Address Change – Personal Change Form required.
 - C. Name Change –
 - Personal Change Form required with copy of new Social Security Card attached.
 - New I-9 with proper identification attached (see back of I-9 form)
 - D. W-4 required to change the number of exemptions or marital status.

Spreadsheets will no longer be required each semester, and there will be no contracts issued for part-time hourly instructors. When a part-time instructor is hired, he or she will be input to the computer system and will remain on the system until the originator terminates or deletes the instructor from his or her budget.

Vice President, Administration and Finance

Date

Approved by President

Date