

Part-Time Faculty Assignment Step by Step Process

December, 2012

Forms Needed:

1. Part-Time Faculty Assignment Email
2. Part-Time Faculty Assignment Preference Form

Step 1: Open Faculty (Part-Time) Assignment Process

Proceed to Academic Affairs website.

- Open Explorer
- Go to CNM webpage – <http://www.cnm.edu/>
- Scroll down to *Departments* (under Faculty & Staff)
- Go to *Academic Affairs* (on the left side of the page)
- Go to *Key Processes* (on the left side of the page)
- Scroll down to *Faculty (Part-Time) Assignment Process*
- Scroll down to *Part-Time Faculty Assignment Email*

Step 2: Select the item titled – *Part-Time Faculty Assignment Email*
Select the form titled – *Part-Time Faculty Assignments Preference Form*. Complete the blanks on the email form, copy to an email, attach the Part-Time Faculty Assignment Preference Form, and email to the part-time faculty the **second week of the term**.

Step 3: Download the list of preferences and determine who has not submitted the form and send an email reminder to him/her during **the third week of the term**.

Step 4: Request the assignments from the Chairs/Associate Deans. Input assignments into a spreadsheet for Banner data entry. Send an email to the part-time faculty notifying him/her of their assignments during the **10th week of the term**.