

Faculty Load and Compensation (FLAC)

Quick Reference Guide

Hiring Part-time Faculty

(Steps 1-4 apply only to individuals who have not taught for WKU in the past two years).

- Step 1** – Applicant submits application materials via WKU HR careers website at wku.edu/hr/careers.
- Step 2** – Department Chair/Director/Unit Leader (or designee) sends soft offer e-mail to desired applicant outlining course(s) to be assigned, compensation to be received per course, minimum enrollment requirement for course to be offered, departmental and/or college requirement(s), and part-time faculty terms of employment, with offer pending successful completion of background check.
- Step 3** – Upon acceptance of soft offer by applicant, Department Chair/Director/Unit Leader (or designee) initiates Background Check Request at: app.wku.edu/forms/bcr/, AND notifies candidate that the candidate will receive two e-mails from noreply@us.fadv.co. One to provide consent for the background check and the other to complete section 1 of the I-9 employment eligibility form. All employment and tax forms must be completed by first day of course(s).
- Step 4** – Upon receiving notice of successful background check completion, Department Chair/Director/Unit Leader (or designee) submits ‘part-time faculty Hiring Proposal’ via Interview Exchange (see HR website – Employee Tools for direct link). Leave position number blank. May input either the salary grade number, rate code, or specific compensation amount. See part-time faculty compensation chart on the Academic Affairs website at: wku.edu/academicaffairs/hiring/pt_faculty_guide.php. Attach CV or resume and transcript (if sent to you directly from conferring institution). Please do not “Add Approvers” to the Interview Exchange requisition. This form goes only to the Office of the Provost.
- Step 5** – Ask candidate to submit transcript to Office of the Provost (electronic: provost@wku.edu or paper: WKU Office of the Provost, 1906 College Heights Blvd # 11008, Bowling Green, Kentucky that 42101). We need only the transcript(s) to be used to credential the faculty member to teach the assigned course(s). If individual has previously taught for WKU, we do not need a second copy of their transcript(s). If unsure, call Amber.
- Step 6** – Office of the Provost notifies Department Chair/Director/Unit Leader (or designee) that faculty member is ready to be assigned to course(s).

Assign Faculty to Course(s)

Follow Office of the Registrar schedule preparation procedures at: wku.edu/registrar/schedule_preparation.php, and FLAC Processing Calendar. Absolute deadline to assign a faculty member to a course is (10) business days prior to the first day of class to allow for compensation processing (last minute resignations are the exception).

Part-time Faculty Development

Refer part-time faculty to the Center for Innovative Teaching and Learning (CITL) for assistance with Blackboard development, syllabus development, and other resources: <https://www.wku.edu/citl/>

Part-time Faculty Compensation

Per published FLAC processing schedule, department chair/director/unit leader reviews/edits/approves compensation summary provided by Office of the Provost for each part of term faculty are assigned to teach. Faculty acknowledge compensation via Topnet and are paid monthly with exception of EXSM staff.