**Part-Time Faculty  
Search Process**

1. All part-time faculty searches must be posted on the University job site, [www.sujobopps.com](http://www.sujobopps.com/).

* The Office of Academic Administration will review the search proposal electronically.
* The Dean’s signature is not required.
* The search committee should include the department chair or their designee(s).

1. All part-time faculty searches must be posted on a union designated bulletin board for a minimum of 5 business days.

*A list of the bulletin board locations will be maintained by the Office of Academic Administration. Send bulletin board location changes or updates to Cynthia Nieman at cynieman@syr.edu.*