

Contracted Faculty of Practice Hiring Process

Please note: The following hiring process for new Contracted Faculty of Practice can be initiated **four (4) months prior** to the start of each Term (Fall, Spring and Summer). Please contact Human Resources with any questions regarding this hiring process.

- **Complete the “Contracted Faculty of Practice Hiring Request” and if applicable, attach the Credential Supplement/10,000 hours letter.** Obtain Chair and Dean signatures and bring the form to HR. (HR will send all employment paperwork to the CFP).
- **Instruct the CFP to complete online application** for their position through Concordia’s employment page at <https://concordia.csp.edu/humanresources/employment-opportunities/>. If posting of the position is needed, the Hiring Manager should first contact HR.
- **Instruct the CFP to request their official transcripts *asap*** (highest completed degree only, unless otherwise specified by Supervisor). Official transcripts should be sent directly from the institution (via secure electronic transmission) to humanresources2@csp.edu, or via hardcopy mailed directly to the Human Resources office (address below). Once we have received the Hiring Request, CV and transcripts, HR will take them to Academic Affairs for approval. A contract will then be issued to the Contracted Faculty of Practice.

Once the CFP has signed their contract (and completed an online application), HR will “announce” them to campus which prompts Network Services to issue the appropriate university account access. Network Services will notify the supervisor when the new CFP’s accounts have been created, and the supervisor is responsible for communicating this information to the new CFP.

HR address (for mailing hardcopy transcripts)

Concordia University-St. Paul

Human Resources

1282 Concordia Ave

St. Paul, MN 55104