PART-TIME FACULTY

QST course coordination team staffs classes

Faculty notifies QST if teaching in other BU schools

Faculty Actions sends appt letters to PT faculty

Faculty signs letter and sends back to Faculty Actions

Are you new to BU?

Payroll creates new PT position and hires faculty (1-2 weeks)

BU HR sends onboarding info to set up BUID and accounts

Faculty completes I-9 within 3 days of receiving HR email

Faculty has completed all steps and will receive payment

Have you already taught at BU?
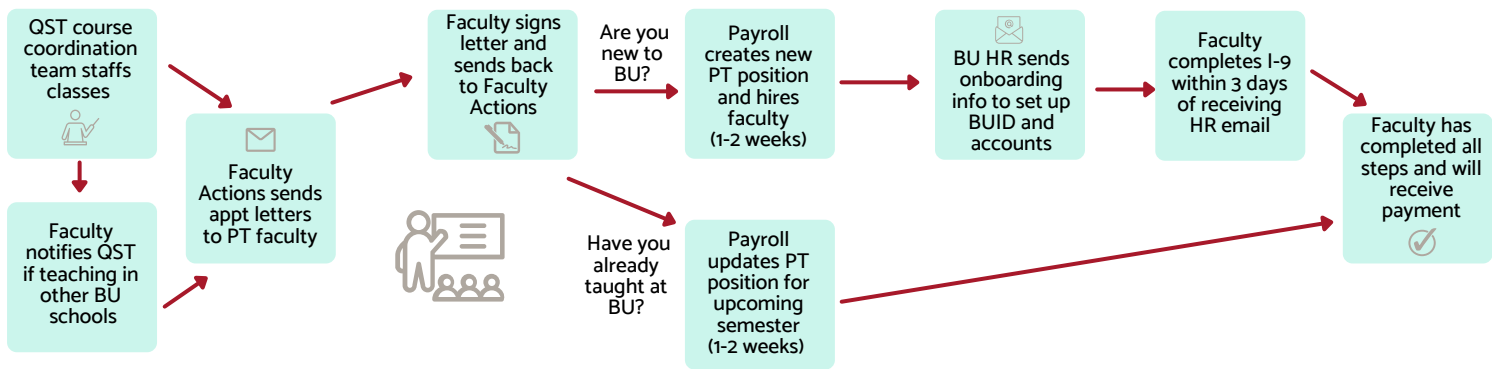
Payroll updates PT position for upcoming semester (1-2 weeks)

ONBOARDING NOTES:

- Part-Time Faculty are hired for the entire semester they work. Your payment will be equally distributed across these months:
  - FALL: Sept-Dec (4 months)
  - SPRING: Jan-May (5 months)

- You will not have access to BU Faculty Link and Blackboard until you have been hired into your position by payroll. Please return your letter ASAP to ensure you have time to prepare for your teaching.

- Set up your BUID and email by following instructions in your HR onboarding email. This may go into your spam/junk mail folder so be sure to check there.

- Please complete your I-9 Federal Employment Verification no more than 3 days from receipt of onboarding email to ensure your BU access is uninterrupted.

PT Faculty Contacts:

Faculty Actions:
San Kim - sankim@bu.edu
qstacademicsupport@bu.edu

Payroll Administrator:
Aprille O'Neill - aprilleo@bu.edu

Human Resources:
Onboarding Questions - onboard@bu.edu
Service Team - hr@bu.edu

IT Onboarding:
questromhelp@bu.edu

Questrom Registrar:
Norm Blanchard/Liz Harmison - questromreg@bu.edu

QUICK LINKS:

- Questrom world - Faculty Resources
- BU Faculty Link
- Part-Time Benefits Information
- Parking & Public Transportation
- Faculty Key Dates

For questions and assistance, please email qstacademicsupport@bu.edu.