

**TITLE:** Term Positions

**NUMBER:** HUM160

**EFFECTIVE:** 27 AUG 2008

**REVIEWED:** 26 MAR 2015

**PURPOSE:** To develop procedures for hiring a term position. A term position is used for special appointment positions (i.e. teaching associates).

**PROCEDURES:**

1. Term positions are used for special appointments by the agencies to hire teaching associates for training. These positions will be for one year. If the agency wants to continue to keep the term employee, a written request must be sent to the IPS HR Manager for consideration.
2. Departments may hire term employees without sending any recruitment paperwork to HR.
3. When a term employee is hired, the department is responsible for having the employee complete all the initial paperwork. The following forms must be completed by applicant and must be sent with the Employment Authorization form:
  - a. UT application (appendix F)
  - b. Consumer authorization
  - c. Release of record
  - d. EEO self-id form
  - e. Disclosure statement
  - f. Personal data form (appendix G)
  - g. I-9 (Appendix I)
  - h. W-4 (Appendix H)
  - i. Transcripts if required to verify area of specialization
  - j. Copy of resume
4. All paperwork is then sent to the Central Office for processing and forwarded to HR. The employee may not begin work until all paperwork has been processed by HR and the employee has been entered into IRIS.

**CONTACT:** Judie Martin, 865.974.1535, [judie.martin@tennessee.edu](mailto:judie.martin@tennessee.edu)