

Adjunct Faculty Hiring Procedures

Informs Hiring Manager/Dean's Admin of Position Opening



Uses Adjunct Pool to identify qualified candidates vacant position



Active Applicant Review (*Mandatory Review of Unofficial Transcripts*)



Informs Hiring Manager/Deans Admin of Potential Interviewees



Updates Applicant Review Statuses



Candidate Interviews



Select candidate and extend verbal offer using approved adjunct payrates. Any amount outside of approved payrate must be approved by the Dean and Provost prior to extending a verbal offer.



Informs Hiring Manager/Dean's Admin of candidate selection



Completes Faculty Packet for candidate and submits to Provost Office. Faculty packet includes: Faculty Qualification Sheet, vita, and unofficial transcripts.



Submits Hiring Proposal for Approvals



Sends Welcome E-mail/Contacts Candidate for Pre-Employment Process/Notifies Dept and Provost Office



Notifies Hiring Manager/Candidate Regarding Work Clearance

Hiring Manager/Deans Admin

Human Resources

Department Head/Dean