



Adjunct Personnel Recruitment Process

General Important Guidelines

- **Solicitation of Internal Candidates** - Neither you nor your committee should contact an internal candidate for an adjunct position without approval of the Provost. In most cases this means a discussion with the supervisor over that area. This will avoid creating an awkward situation among our small ETBU family. There may be reasons that even an internal prospective individual may not be a good fit for that position.

Initial Request/Approval/Advertising

- Dean/Chair/ Director will complete “*Personnel Authorization Form*” (find under *Intranet Login/Forms/Human Resources*).
- Attach to the form the accurate “*Position Guide*” (available from the Coordinator of Accounting Services).
- For all positions (faculty and staff) attach a copy of the *Position Announcement* (see attached “Sample A”).
- Send all of the above to the Provost and Vice President of Academic Affairs for discussion and signature.
- Provost will request the Dean/Chair/Director to make any necessary changes to the *Position Announcement*.
- Dean/Chair/Director will make the requested changes and send back to Provost.
- Provost will give authorization by signing the “*Personnel Authorization Form*.”
- “*Personnel Authorization Form*” will go to President for final approval signature.
- Director of Academic Services will notify Dean/Director of approval.
- Director of Academic Services will post the position in Paycor Recruiting which lists it on the ETBU website.

Processing of Adjunct Position Listings

- Dean/Director/Chair will send list of those that need access to the applicants in Paycor Recruiting to Director of Academic Services and they will be given access as ‘Team Members’ on Paycor Recruiting. Adjuncts access includes Dean, Chair, and Administrative Secretary.
- Obtain all required candidate paperwork. This paperwork includes: 1) Completed Application, 2) Current Vita, 3) Philosophy of Teaching, 4) Written References with one being from their pastor or lay leader, 5) Credential Form, 6) References, 7) Course ID, 8) Starting term 9) Official transcripts – NOTE: Dean is to request that all official transcripts to be mailed directly to Academic Affairs Office at ETBU or emailed direct to Academicaffairs@etbu.edu.
- Once you are ready to setup an interview meeting with Provost, please email the

name of the applicant to the Academic Affairs Admin Assistant, who will confirm the file is complete and schedule appointment with Provost.

- Use Paycor Recruiting to enter candidate paperwork.

Interview/Recruiting

- Develop an Interview guide and use with all candidates. **Avoid asking questions about marital status, children, disability, pregnancy, age, or any other areas that would be deemed discriminatory.** We may ask questions related to faith and lifestyle.
- Search committee to review candidate's research, presentations, LinkedIn, Facebook, Instagram and/or other social media accounts for questionable content.
- A minimum of 3 references must be checked. One reference must be pastoral to confirm church involvement.
- Dean/Chair/Director **before** interview should document both personal and work references using the "Reference Check Form," and turn these into academic affairs. One of the work references must be current or former supervisor. (They can be uploaded to the Paycor file for the candidate.)
- Confirm employment and rehire status with company HR department for last job.

Communication Responsibilities

- Paycor Recruiting automatically acknowledges receipt of application materials with standard email.
- Deans/Directors who receive information directly from applicant will be responsible to acknowledge such receipt to applicant and download it to Paycor Recruiting.
- Communication with applicant following initial contact will generate directly from the Dean to discuss course, instructor and university expectations.
- Course ID and starting term must be communicated to Academic Affairs Admin Assistant prior to interview with Provost.
- Academic Affairs Admin Assistant will be responsible for interview communications with applicants.

On-Campus Interview Process

- All paperwork is required prior to scheduling an interview with Provost.
- Academic Affairs Admin Assistant will print hard copies of everything in Paycor Recruiting for the Provost prior to interview.
- Academic Affairs Admin Assistant emails notification to Dean, Secretary, and Payroll & Employee Benefits Coordinator when the candidate is approved for hire.
- If the applicant is not hired, the Provost will communicate directly with Deans/Directors.

After Candidate Has Accepted Offer

- Paycor Recruiting has standard letters to send to candidates informing them the position has been filled.

After Candidate Has Accepted Offer – Dean/Director Responsibilities

- Notify adjunct faculty to setup meeting with Payroll & Employee Benefits Coordinator. (This has to be done before IT can set them up.)
- Send them the I.T. “Computer Information for New Employees” and “Request for Network Accounts” form to be filled out. Available on the website.