CHECK LIST FOR ADJUNCT FACULTY PROCESS

Name: Date:

School: Department:

Courses to be taught:

Email: Cell Phone:

This checklist is in the proper order that it should be done.

Request to list Adjunct position by following the "Personnel Recruitment Process" to get listed on Paycor Recruiting.

Received ETBU Application on Paycor Recruiting.

Dean has had preliminary talk/email exchange with applicant and wants to proceed.

Email applicant to request resume/vita, references, teaching philosophy, and unofficial transcripts be uploaded to Paycor Recruiting.

Resume,vita, references, teaching philosophy and unofficial transcripts have been uploaded.

If Dean notes that application and transcripts qualify applicate as adjunct and wants to proceed, then request applicant to have their Official Transcripts sent to Academic Affairs.

Checked Paycor and Official Transcripts have been uploaded by Academic Affairs.

BEFORE interview scheduled, email "Background Check Form" to applicant to print, fill out and returned signed to Administration & Finance. Must be cleared before interview.

BEFORE interview, references must have been checked and written report emailed to Academic Affairs. (email to Academic Affairs Assistant) Include also what course(s) and when they will be teaching.

BEFORE interview, prepare Credential form and email to Academic Affairs Assistant.

When Dean is ready to setup an interview with Provost, notify Academic Affairs Assistant. She will check to be sure the file is complete and give you Ok to contact Administrative Assistant to the Provost to schedule interview with Provost..

After completion of interview and agreement to hire, then Vita, our format needs to be done and emailed to Academic Affairs Assistant.

After approval to hire, email *"New Part-Time Employees Human Resources Procedure sheet"* from Human Resources to applicant and have them follow instructions and set up time to meeting.

When Dean knows what upcoming term/course(s) for adjunct, the *"Request for Network Account"* form can be filled out by the Administrative Secretary and send to Dean for Signature and THEN emailed to applicant for them to input temporary password, signature and date. They will need to bring it or scan and email it back to IT Department. (NOTE: IT will set them up in the system BUT it will not be activated until after IT contacts Academic Affairs to request approval to activate the account. IT will notify new adjunct when it is completed.)

Submit *'Adjunct Agreement Issuance Request"* form for courses scheduled to teach to Academic Affairs Assistant.

Request the Registrar's office to put the adjunct's name on the schedule for the course per Dean's instructions once paperwork completed with Human Resources.

Faculty Parking Sticker – if they are going to be teaching on campus, be sure to send them to Security Office (1st Floor Marshall Hall) to fill our form.

Keys for Adjunct office/classrooms – Ask your Dean if this adjunct will need keys as they probably will not. Provost must give approval for keys issued for adjuncts. If needed, it is policy that the Dean is responsible for filling out the *"Key Request Form"* and picking up keys (and returning keys) for adjuncts.