

CHECK LIST FOR ADJUNCT FACULTY PROCESS

Name:

Date:

School:

Courses to be credentialed to teach:

Email:

Cell Phone:

NOTE: All information that you receive for an applicant needs to be emailed to Debra Summers/ Academic Affairs when Dean is seriously interested in them serving as adjunct.

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

Received ETBU Application. (Sometimes Dean will have talked with applicant before application).

Dean has had preliminary talk with applicant and wants to proceed to get more information.

Email applicant to request resume, references, *"Teaching Philosophy"* sent to Dean. Request applicant to have their Official Transcripts sent to Academic Affairs Office.

Received resume, references, *"Teaching Philosophy"*. Email this to Academic Affairs, Debra Summers.

Received notification and scanned copies of Official Transcripts from Academic Affairs and prepare Credential Form and turn into Academic Affairs (Form can be done from unofficial transcripts but we must have officials before hiring.)

If Dean wants to continue process as possible hire, work with Academic Affairs to schedule interview with Provost/Vice President of Academic Affairs. Phone interviews are only done for Online Faculty that are not local.

BEFORE interview and agreement to hire, 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 Debra) Include also what course(s) and when they will be teaching.

After completion of interview and agreement to hire, THEN Vita in our format is needed.

Once Vita is completed, email *"New Part-Time Employees Human Resources Procedure sheet"* from Kathy Bland to applicant and have them follow instructions and set up time to meet with Kathy Bland.

Once the Dean knows they are going to hire applicant for a certain course in the upcoming term, 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 to 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 *'Request for Issuance of Adjunct Agreement'* for courses scheduled to teach to Debra Summers.

Request the Registrar's office to put the adjunct's name on the schedule for the course per Dean's instructions.

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 may not due to teaching when buildings and classrooms are open. 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.