

HIRING PROCESS FOR ADJUNCT FACULTY

I. Initiating an Adjunct Contract

A. Types of Forms

1. Current Faculty Member
 - a. *Departmental Request for Adjunct and Overload Faculty Contract Form*
2. Current Exempt or Nonexempt Employee
 - a. *Departmental Request for Adjunct and Overload Faculty Contract Form*
 - b. *Dual Employment Certification Form*
3. New Adjunct Faculty
 - a. *Departmental Request for Adjunct and Overload Faculty Contract Form*
 - b. *Authorization to Release Information Form* completed and signed by Adjunct

B. These forms are available on the Office of Human Resources website. In order to hire Adjunct faculty, the department head must submit the appropriate forms indicated above and obtain the required approvals.

C. The hiring of foreign nationals must be restricted to full-time regular positions such as tenure-track faculty positions and professional administrative positions. A request to apply for an H-1B VISA, the most common form of VISA required for employment, for an Adjunct faculty position will not be approved.

D. The contract request is routed as follows:

1. The department head forwards the appropriate forms to his/her college Dean for approval.
2. The Dean approves (or denies) the request and forwards it to the Provost for approval.
3. The Provost Office receives, reviews, and signs the form(s) and forwards the request to OHR. The Provost Office will ensure that current full-time faculty is actually in an "overload" status.
4. OHR receives, reviews, and signs the form(s). If the Adjunct is new, OHR will send the employee a "New Employee Packet" that includes: an I-9 form; a W-4 Employee Withholding Allowance Certificate; a Direct Deposit form; an Employee Data form; Sexual Harassment Training information; a Substance Abuse Policy; and Certification of Security form. OHR will ensure that any new hire completes the appropriate paperwork **before** receiving a contract and **before** starting work. Once the paperwork has been submitted, the request will be signed by the Vice President of Human Resources and returned to the Provost Office so that a contract can be prepared and sent to the employee.

II. Contract Preparation

- A. For returning Adjuncts and Overloads, OHR will inform the employee when the contract data has been entered into PAWS and verified. The employee will approve the contract through PAWS and notify OHR.
- B. For new Adjuncts, the Provost Office will prepare an Adjunct faculty contract, indicating the date the contract must be returned, and mail the contract with all attachments to the employee. Upon receipt of this packet, the employee will sign the contract and return it to the OHR.

NOTE: In no instance shall an employee begin work prior to OHR approval.

III. Nonexempt Employees (Emergency Situations Only)

Nonexempt employees who are hired as Adjunct faculty MUST be paid according to the Dual Employment Policy, which states that all work MUST be tracked in terms of hours and paid according to an hourly rate. Rates of both jobs will be blended per FLSA regulation to determine the overtime rate, where applicable. The overtime will be charged to the secondary department, in this instance, the academic department for whom the nonexempt employee is teaching. In certain instances, the employee's overtime rate may calculate to more than the standard for a 3-credit course. However, the standard rate is the minimum an employee will be paid for teaching a 3-credit course.

IV. Cancellations

Should the Adjunct faculty member, for any reason, fail to fulfill the terms of the teaching assignment, the employing department should notify Human Resources and the Provost Office IMMEDIATELY.

V. Salary

If salary for any Adjunct faculty deviates from the standard for a 3-credit course for reasons other than those outlined above, a written explanation/justification MUST accompany the request form and must be approved by the Provost. Human Resources will NOT process a request that does not have the proper justification attached.

(Approved 9/2000, Amended 8/2011)