Adjunct Hiring Process

Presented by Office of Academic Resources

When is the Change Effective

- The procedure will be in effect for Spring 2017.

Why the Change is Needed

- To ensure compliance with employment regulations for fair and equitable recruitment

- To provide a consistent hiring process

- To simplify transactional paperwork

The process will be used for adjuncts and non-student instructional personnel, including job codes 0700, 0703, 0710, 0770 and 0750

How Will Jobs be Posted?

- We will use the People Admin System to post jobs on facultyjobs.unt.edu and also on InsideHigherEd and HigherEdJobs to generate a larger pool of qualified candidates for adjunct positions.

- We will create (at a minimum) one posting per department.

- We will utilize posting questions that can provide information on the applicant's field of study, experience, and availability.

- We can modify the posting questions per department to best suit the department's needs so they can easily identify qualified candidates.

- If departments wish to have more than one posting (for specialized areas), we will work with them to create additional postings as needed.

What are the Posting Process Steps?

▶ Departments will submit an Adjunct Instructor Recruitment Request Form to post a position.

▶ Multiple individuals can be hired from each pool; there is not a need to post a separate position for each adjunct hired.

▶ Positions will be left open for a year at a time. After the year is completed, we will dispense any non-hired candidates and repost the position for the next academic year.

▶ Electronic workflow is minimal, with Department Chair, Department Admin and Academic Resources being the only necessary users/approvers unless other academic administrators wish to be included in the posting or selection workflow process.

What is the Posting Process Workflow?

Upon receipt of the Adjunct Instructor Recruitment Request Form the Faculty Coordinator will Create the posting and change the status to "Send to Search Committee Chair" → **Logged in as Search Committee Chair,** the Department Chair or Department Representative will make desired edits and change status to "Send to Faculty Coordinator" → Faculty Coordinator will review the posting and post to the Faculty Jobs website

What are the Hiring Process Steps?

▶ As individuals are selected, departments will indicate them as "Recommended Adjunct Hire".

▶ Academic Resources will review those selected to see if onboarding or background checks are needed, and notify the department so that appropriate documents can be sent with the offer letter.

▶ Departments will issue offer letters directly, using a template letter, to the selected individuals without having to route each offer letter through Academic Resources. Candidates will return offer letters directly to the Office of Academic Resources.

▶ If needed, Academic Resources will run the background check once the signed background check form is returned.

▶ Academic Resources will change the status of the candidate to "Cleared For Hire".

▶ If needed, the candidate will complete the onboarding process.

▶ The Department will submit the ePAR to place the Adjunct on payroll.

What is the Applicant Workflow Process in Faculty Jobs?
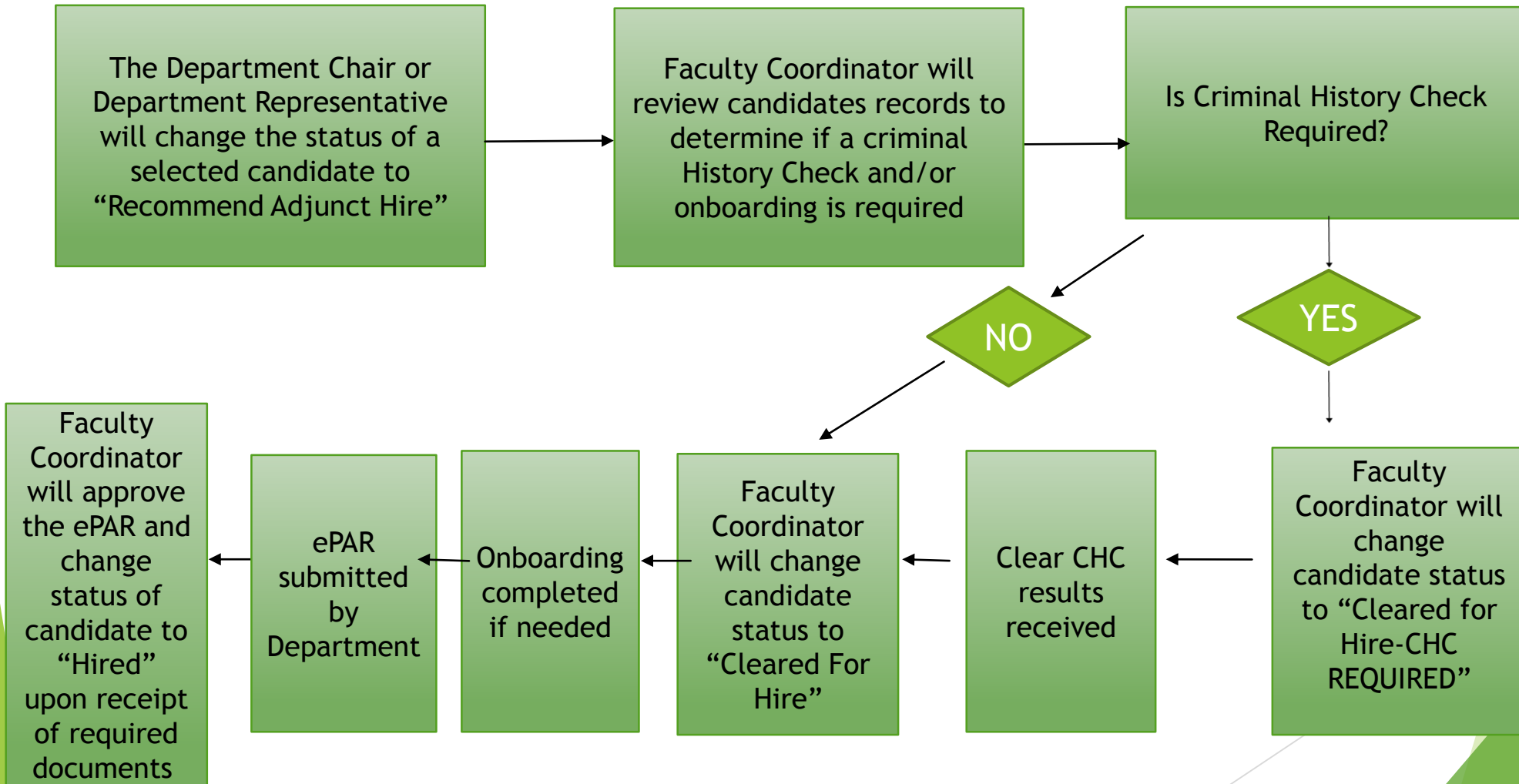
Frequently Asked Questions

Two frequently asked questions:

▶ Should currently employed adjuncts be required to submit an application? *Yes*

▶ Will adjuncts have to reapply each year? *Yes*

  ▶ This will ensure that all positions are being advertised in a fair and equitable manner.

  ▶ We will have a consistent approach for all employees.

  ▶ We will get an updated CV each year for the individuals selected.

Resources

B'onca Owens, Academic Resource Assistant, ext. 3512

Melissa DeLozier Holland, Faculty Records Coordinator, ext. 2673

Tami Patterson, HR Generalist, ext. 3953

Melinda Lilly, Director, Academic Resources, ext. 3951

Thank You