

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.

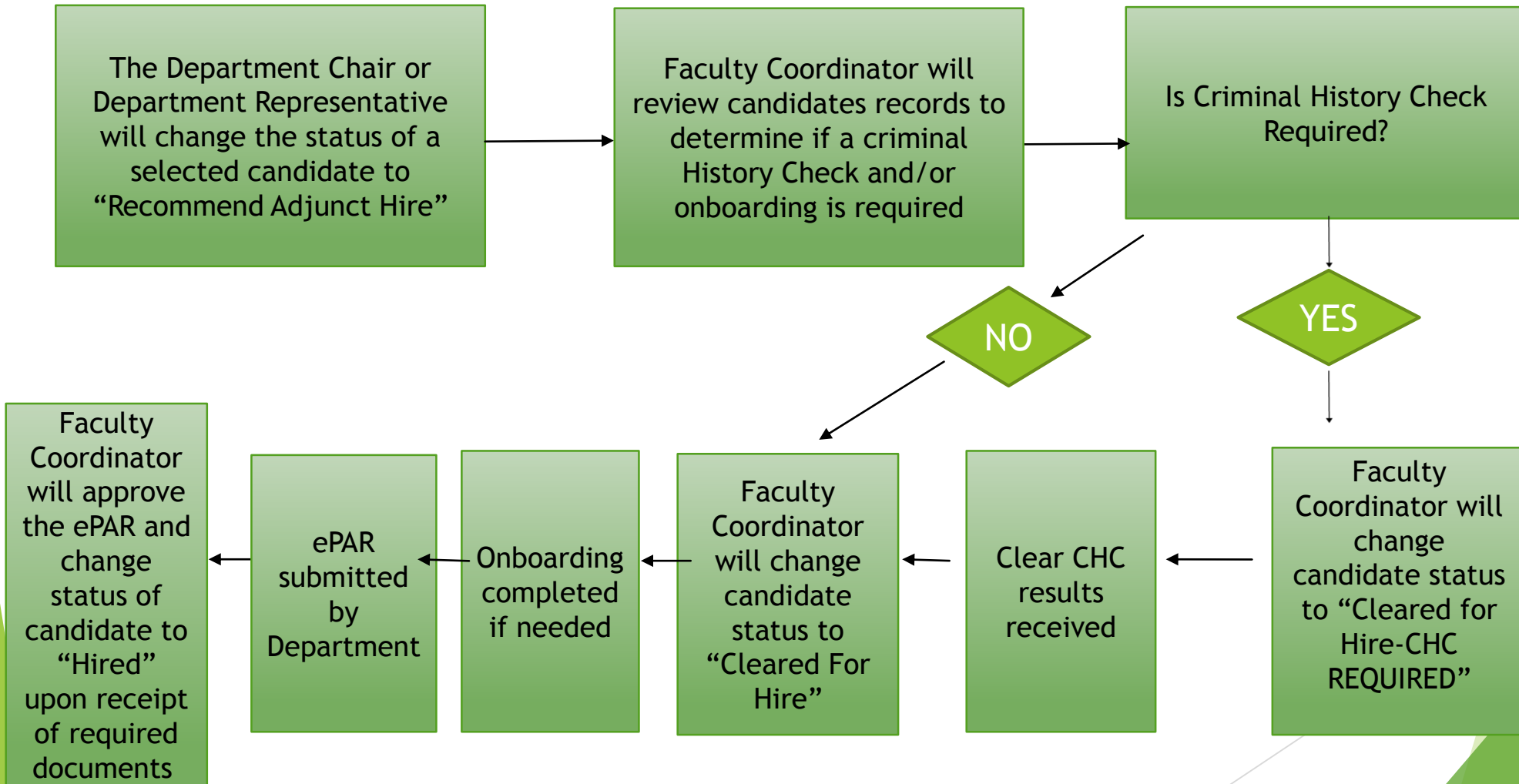
What is the Posting Process Workflow?



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

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Thank

You