

Adjunct Hiring Process

Administrative site: <https://jobs.untsystem.edu/hr/>

Applicant site: <https://jobs.untsystem.edu/>

1) Posting Process:

- a. Department will complete the Adjunct Instructor Recruitment Request Form and email it to Academic.Resources@unt.edu.
- b. Academic Resources will draft the adjunct posting(s) for each department each academic year and send it to the Department Chair. Then they will notify the Department Chair (copying the Department Representative) via email that the posting is available for completion.
- c. Department Chair will make changes, additions and edits to the posting, including:
 - i. Preferred Qualifications
 - ii. Supplemental Questions, if desired
 - iii. Applicant Documents
 - iv. Guest User(s)
 - v. Search Committee Members
- d. Once any edits have been made, Department Chair will forward posting on to Academic Resources for approval, using the status, "**Approve (move to TA/Academic Resources).**"
- e. Academic Resources will review posting and post to applicant site. Once posted, the Department Chair should be notified via an automated email.

2) Applicants Apply:

- a. All applicants must apply through the hiring system and all materials must be supplied through the system to be considered.
- b. The posting will be closed toward the end of the academic year.
- c. Multiple applicants can be hired off this posting.

3) Selection Process:

- a. The online applications and required documentation will be reviewed.
- b. Once a candidate is selected for hire, the **Department Chair (under the User Group of Applicant Reviewer), or other designated Applicant Reviewer** will change the applicant status to Under Review then **Recommended for Hire.**
- c. The Department will then immediately email an offer letter to the candidate. This will include a copy of the New Adjunct Offer Letter Addendum and the VPPAA-132, if candidate is new to this position.
 - i. All forms and templates are available on the VPAA website.
- d. **A signed copy of the letter (including all pages) and VPAA-132 must be returned to Academic.Resources@unt.edu**
- e. Academic Resources will review candidate's UNT records to determine if a criminal history check (CHC) and/or onboarding is required.
 - i. If a CHC and/or onboarding are **not** required, Academic Resources will change the applicant status to **Cleared for Hire** upon receipt of signed letter.
 - ii. If a CHC **is required**, Academic Resources will initiate CHC process upon receipt of signed letter and send onboarding, if needed, upon receipt of cleared CHC results. Then Academic Resources will change the applicant status to **Cleared for Hire.**

4) Onboarding and Payroll Process:

- a. Once the adjunct faculty member has completed onboarding, the department can then submit an ePAR with the signed letter attached.
- b. The ePAR will be approved by Academic Resources once the signed offer letter is received at Academic.Resources@unt.edu, has been cleared for hire in the hiring system, and CHC is cleared, if necessary.
- c. Departments should also wait for ePAR instructions to be sent for the appropriate semester prior to submitting ePARs.
- d. Academic Resources will change the applicant status to **Hired** after the ePAR has finalized.

5) Faculty Credentials:

- a. The applicant is required to submit an official transcript of their last degree awarded to Academic Resource office. **Transcripts need to be received no later than 7 days before start date.**
- b. The Adjunct Instructor will be responsible for uploading their syllabi into the Faculty Information System (FIS).
- c. If the Adjunct Instructor is new, has received a new degree, or has changes to what is currently on file the department must complete and send in the Faculty Education Update form to Academic.Resources@unt.edu.

6) Contact us if you need help:

We're here to assist you. Email us at Academic.Resources@unt.edu and cc your [Academic Resources Coordinator](#).