

# Adjunct Hiring Process

Administrative site: [facultyjobs.unt.edu/hr](http://facultyjobs.unt.edu/hr)

Applicant site: [facultyjobs.unt.edu](http://facultyjobs.unt.edu)

## 1) Posting Process:

- a. Department will complete and submit the Adjunct Instructor Recruitment Request Form to Academic Resources.
- b. Faculty Coordinator (Office of Academic Resources) will draft the adjunct posting(s) for each department each academic year. Faculty Coordinator will notify the Department Representative and Department Chair that the posting is available for completion.
- c. Department Chair or Representative (***logged in as Search Committee Chair***) will make changes, additions and edits to the posting, including:
  - i. Contact Information – Name, Phone Number
  - ii. Minimum and preferred qualifications
  - iii. Select Required and Optional Applicant Documents
  - iv. Add additional Posting Specific Questions if desired
- d. Department Chair or Representative will then forward posting on to the Faculty Coordinator for approval (Posting Status – Send to Faculty Coordinator)
- e. Faculty Coordinator will review posting and post to applicant site. Once posted, the Department Representative and Department Chair will be notified via email.

## 2) Applicants Apply:

- a. All applicants must apply through the faculty 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 or Representative** will change the applicant status to **Recommend Adjunct Hire**.
- c. This recommendation will generate an email to the Faculty Coordinator.
- d. The Faculty Coordinator will review candidate's UNT records to determine if a criminal history check (CHC) and/or onboarding is required.
- e. **If** a CHC and/or onboarding procedures are **not** required, the Faculty Coordinator will change the applicant status to **Cleared for Hire**, skip to item 3g.
- f. **If** a CHC and/or onboarding procedures **are required**, Faculty Coordinator will change the applicant status to **Cleared for Hire CHC Required** and notify the Department Representative to include the following forms with Adjunct Offer letter.
  - i. Criminal History Check form (VPAA-133)
  - ii. Faculty Education Update form (VPAA-60)
- g. The Department will initiate and submit an offer letter to the candidate. This will include a copy of the New Adjunct Offer Letter Addendum and the documents listed in item 3f if applicable. **These**

**documents will be returned directly to the office of Academic Resources.** All forms and templates are available on the VPAA website.

**4) Onboarding and Payroll Process:**

- a. **If** a criminal history check and/or faculty education update was included with the offer letter, they will be processed once they are received by Academic Resources.
- b. Once the criminal history check has been completed and is clear, the Faculty Coordinator will change the applicant status to **Cleared for Hire.** The Department Representative and Department Chair will receive email confirmation of the status change. The Faculty Coordinator will email the appropriate onboarding instructions to the candidate no more than 30 days before hire.
- c. Once the adjunct faculty member has completed onboarding, the department can then submit an ePAR.
- d. The ePAR will be approved by Academic Resources once the signed offer letter and any other required documents are received and processed.
- e. Faculty Coordinator will change the applicant status to **Hired** after the ePAR has finalized.
- f. If an ePAR is submitted for approval to hire an adjunct not cleared for hire in the faculty hiring system, the ePAR will be denied.

**5) Faculty Credentials:**

- a. The applicant is required to submit an official transcript of their last degree awarded to the Department office.
- b. The transcript should be uploaded to the shared drive for faculty credentials.
- c. The Adjunct Instructor will be responsible for uploading their syllabi into the Faculty Information System (FIS).

**6) Resources:**

- a. B'onca Owens, Academic Resource Assistant, ext. 3512
- b. Melissa DeLozier Holland, Faculty Records Coordinator, ext. 2673
- c. Tami Patterson, HR Generalist, ext. 3953
- d. Melinda Lilly, Director, Academic Resources, ext. 3951

\*If you have not previously used the Faculty Jobs site or feel that you need refresher training, please contact Melissa DeLozier for more information on training sessions.