Request to Hire an Adjunct Instructor

Name:	
Preferred Start Date:	

Budget Information:

Org/Dept Number	
Project Number	
Lump Sum:	

Comments:

Hiring Approvals:

Hiring Official		Date:
Vice President		Date:
President		Date:

This portion to be completed by HR

Hire Date		Time & Labor/HOL	□ Yes	□ No
Employee ID		**FLSA/FICA**		
Lump Sum		**Benefits**	□ NOF	□ NBP
Org. Code		**SUT Exempt**	□ Yes	□ No
Job Code		**GDCP Enroll**	□ Yes	□ No
Project Number		**GDCP Exempt List**	□ Yes	□ No
Salary Plan		**Email Address:**		
Position Number				

Director of Human Resources Signature / Date: _____

VP of Finance & Administration Signature / Date: _____

Adjunct Instructor Candidate Interview and Approval Checklist

Complete this form after interviews are initiated and candidate is selected and approved. After form is complete submit to Human Resources along with all interview notes and approval documents.

Position: _____

Interview Committee
1.
2.
3.
4.
5.

<u>Top 3 Candidates</u>	Results:
<u>**1.**</u>	
<u>**2.**</u>	
<u>**3.**</u>	

☐ **Selection Rubric Included**

Documents to submit to Dr. Daniel for Approval of Selected Candidate

☐ Complete ROPA with selected candidates' information
☐ Copy of Request to Post Position
☐ Approval memo with **minimum of 2 references (3 <u>strongly</u> preferred)**
☐ Resume and/or Hirebridge Application
☐ **Copy of Transcripts (*for faculty positions*)**
    ☐ **Highlight candidate's 18 graduate credit hours on transcripts**
                    OR
    ☐ **Went through Institutional Effectiveness for credentialing experience documentation, approved by Institutional Effectiveness VP**

Submit to Human Resources
☐ Signed Approval from Dr. Daniel
☐ Signed ROPA
☐ Credential form with necessary signatures
☐ All interview notes (*interview notes should be in a file and labeled with position name*)

I acknowledge I have included all interview notes and any approval documents with this file and is submitting to Human Resources.

Signature: _____**Date:** _____