

Adjunct Faculty

If adjunct faculty will be remote, a Flexwork agreement is required annually. Let HRM know up front if they are remote and out of state. Out of state employees are hired through nextSource.

Background check needs to be completed. Send HRM an email with candidate's name, email address and mailing address. A background check will be initiated by HRM staff. Candidate will need to follow up with an email sent by HireRight background check company for approval to run the background screen. Candidate has three days to complete initial request.

On or before employees first day of hire they need to go to HRM to complete a packet with a picture ID and Social Security card.

- Upon hire, HRM will need a copy of their resume, 3 letters of recommendation, English Fluency and all official transcripts.

HRM will create a position for them once we receive the appointment form provided by the respective department.

If adjunct is returning after being separated, we will need to be sure their driver's license is not expired. The department should notify HRM as soon as they know they will be rehiring the adjunct and request that their email address be reinstated.