

Adjuncts Hired through NextSource – non-Citizens

- Applies to all Adjunct Faculty who are not citizens of the United States

A Work Visa is required to be employed in the United States. Prior to completing any work for LSUA, employees must have a work visa and a social security card.

Let HRM know up front if they are remote and out of country. Any employee who is not a citizen of Louisiana will be hired through nextSource.

1. Department chooses an adjunct who lives out of the State of Louisiana
 2. Ask candidate to send a scanned copy of their social security card, work visa and picture ID to Human Resources
 3. Department will provide appointment form including course and payment information (this form goes through Academic Affairs).
 4. Once we receive the departmental part-time faculty appointment form, we will begin the hire process. At this time, nextSource will contact the employee to begin their background check.
 5. Once the background check is complete, HRM is notified. We will then be able to request an LSUA email address and we continue the hire process through Workday. Once the employee is hired, the employee will need to complete onboarding through nextSource and Workday.
- Upon hire, HRM will need a Flexwork agreement, copy of their resume, 3 letters of recommendation, English Fluency and all official transcripts.

Example of appointment form:

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA CLEAR FORM

Appointment or Termination of Part-time Faculty
FORM 1

PART A: APPOINTMENT **CANCELLATION**

(Dr. Mr. Ms. Mrs. Miss _____ Sem/Year _____

Semester Salary _____ Faculty Rank _____ % of Effort _____

Course: _____ Sem Cr Hr _____ Rate of Pay _____ Total Amt of Pay _____

Course: _____ Sem Cr Hr _____

Course: _____ Sem Cr Hr _____

Department Chair / Date